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ABSTRACT

Sections in this faculty handbook are Governance of the University (with a campus organizational chart), Policies and Procedures Affecting the Faculty (including appointment, promotion and tenure information for chairmen, deans, and faculty), Student Life (governance, services, etc.), and The Community (description of Blacksburg, Va.). (JT)

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# faculty handbook

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# Faculty Handbook

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

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## PREFACE

Virginia Polytechnic Institute and State University is in the Town of Blacksburg, which is in Montgomery County, Virginia. The campus lies on a plain between the Blue Ridge and Alleghany Mountains, 2,100 feet above sea level. The area is noted for its natural beauty, healthful atmosphere, and outdoor recreational opportunities.

The University grounds cover approximately 2,300 acres. In addition there are about 600 acres of adjoining agricultural research land under long-term lease. The University also owns about 1,300 acres of nearby mountain land and mineral rights on another 1,300 acres.

The school was founded as a land-grant college in 1872 under the name of Virginia Agricultural and Mechanical College. Since then the name has been changed several times. The present one was adopted June 26, 1970. The school is referred to as "VPI," "Virginia Tech," and "the University." The last will be used throughout this handbook. Through the years, the University has kept to the letter and spirit of the Morrill Land-Grant Act. Instruction is now offered in seven academic colleges and approximately fifty departments on the undergraduate level. Master's degrees in approximately 60 fields and doctor's degrees in approximately 40 fields are offered through the Graduate School.

The purpose of the University is to provide the intellectual atmosphere, the scholarly guidance, and the modern facilities for the education of men and women of the Commonwealth, the region, and the nation. Through a balanced program of resident and off-campus instruction, extension activities, and research, its scope of activities anticipates and helps to fulfill the intellectual needs of the state and the nation.

This handbook is a compilation of statements based on University policies affecting the faculty and includes other factors which concern the faculty member's life at the University and in the community.

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# GOVERNANCE OF THE UNIVERSITY

## Administrative Organization

### The Board of Visitors

The governing body of the University is a 14-member Board of Visitors, composed of 13 regular members appointed by the Governor of the Commonwealth of Virginia for overlapping 4-year terms, and the President of the Board of Agriculture and Commerce, who is an ex-officio member. The membership of the Board of Visitors is listed in the University catalog. A rector and vice-rector are elected by the membership. The Board meets quarterly to consider policy matters and to review the progress of the institution.

### The President and His Staff

The President is the chief executive officer.* He is selected by the Board of Visitors and holds office without term, subject to the pleasure of the Board. He is charged with the overall supervision of the University and all of those state agencies, services, and regulatory activities which have been placed under his supervision by the Board of Visitors. Four vice presidents report to the President for the operation of the University. The directors and executive officers of the individual agencies, services, and regulatory activities report directly to the vice presidents under whom the President has placed each organization. The table of Organization for Academic Affairs on pages 40-41 demonstrates the line and staff relationships associated with these activities.

The Executive Vice President is responsible for the University's financial functions, the Computing Center, the Office of Institutional Research, and student disciplinary appeals. He is chairman of the Building Committee and the Computer Committee. In addition, he assists the President in continuing relations with state and federal agencies. The following officers report directly to the Executive Vice President: the Business Manager, the Controller, the Director of the Computing Center, the Director of Institutional Research, and the Treasurer. In the event of emergency during the absence of the President, the Executive Vice President will act.

The Vice President for Academic Affairs assists the President in the University-wide administration, coordination, development, and stimulation of academic, public service, and research activities. All of the college deans and the deans of Extension and Research, report to the Vice President for Academic Affairs for program aspects of their areas of responsibility. Other officers reporting directly to the Vice President for Academic Affairs include the Dean of the Graduate School, the Dean of Admissions and Records, the Director of Libraries, the Director of Special Academic Programs, the Director of the Summer School, and the Director of the Learning Resources Center.

The principal functions of the Vice President for Administration are assist-

* In this Handbook, "he or she" or similar masculine/feminine forms are to be understood wherever "he" or similar masculine forms are used.

ing the President with administrative services of the University, including development and long-range planning. He also carries out policies and programs in these areas. The following officers report to the Vice President for Administration: the Director of Auxiliary Enterprises and University Services, the Director of Physical Plant Planning, the Director of Development, the Director of Information Services, the Director of Buildings and Grounds, the Director of Personnel, and the Purchasing Agent. The deans also report to the Vice President for Administration on matters under his supervision.

The Vice President for Student Affairs is responsible for student affairs and services. The Commandant of Cadets, the Dean for Student Programs, the Dean for Student Services, the Director of the Counseling Center, and the Director of Health Services report to him. The Office of the Vice President for Student Affairs is responsible for summer and fall orientation of new students, the supervision of residence halls, and a wide range of student activities.

**Deans of the Academic Colleges**

The Deans of the Colleges of Agriculture and Life Sciences, Architecture, Arts and Sciences, Business, Education, Engineering, and Home Economics are responsible for the academic activities of their respective colleges. The department and division heads in each college report directly to their respective deans for all matters related to the programs of the colleges. In matters dealing directly with the Research Division, the Extension Division, or the Graduate School, the deans of the various colleges work with the deans of these divisions.

**Dean of the Graduate School**

The major responsibility of the Dean of the Graduate School is to coordinate the graduate programs in the University. The Dean deals with administrative policies, the development of new degree programs, and the facilitation of communication among departments and colleges offering graduate programs.

Specific responsibilities of the Dean of the Graduate School are: 1) to serve as the admissions officer for all graduate students, 2) to serve as the Chairman of the Commission on Graduate Studies and Research, which is responsible for reviewing and recommending policy dealing with graduate curricula and activities, 3) to develop and administer effective policies for strong graduate programs, 4) to review new graduate course proposals and programs, 5) to aid in development of new advanced degree programs, 6) to coordinate and administer government agency fellowship and scholarship proposals and programs, 7) to coordinate the establishment of off-campus graduate study programs in cooperation with the college deans and the Extension Division, and 8) to assist in implementing the employment of graduate students and in administering certain facilities associated with instruction and research.

**Dean of the Research Division**

The Research Division was created by an Act of the General Assembly of Virginia in 1966. It is responsible for the research missions required of the University by state and federal statutes, including all functions formerly assigned to the Agricultural Experiment Station and the Engineering Experiment Station. One of its principal concerns is assisting faculty in obtaining support for their research.

Each college is expected to maintain strong research programs to serve two needs: 1) effective graduate instructional programs are dependent upon strong research programs in which graduate students can participate while pursuing work leading to advanced degrees and 2) because of its land-grant status, the University has the responsibility to conduct research important to economic, social, and cultural development in Virginia.

Research is supported by appropriations from the state legislature; federal appropriations for agricultural and forestry research; and funds from gifts, grants, and contracts.

Primary responsibility for developing research programs of high quality rests with the individual faculty member. Each department head is responsible for coordination of research activities within his department. The dean of the college, or his designated representative, is responsible for directing and coordinating the research programs in the various departments within the college and for recommending the allocation of the University research funds available to his college from the Research Division.

The Dean of the Research Division provides leadership and coordination at the University level and provides service in seeking sponsors and processing proposals. He, or his designated representative, signs all proposals for extramural research funds sought from government agencies.

Within policy approval by the University Council and the President, the Commission on Graduate Studies and Research is responsible for overall policies about research.

The Research Division distributes brochures describing procedures faculty members are to follow in developing research proposals and in administering research grants and contracts funded through that division.

**Dean of the Extension Division**

The Extension Division was, like the Research Division, created by an Act of the General Assembly in 1966. It is administered by the Dean of the Extension Division, who is assisted by three associate deans with responsibilities for administration, field service staff, and educational program development for adults and youths. The program areas of the Extension Division include Continuing Education Center programs; agricultural and natural resources; family resources; 4-H youth development; resource development; engineering, business, and commerce development; and environmental and urban

systems. The division has a field staff of approximately 1,100 located throughout the state in the unit offices and eight area offices. On campus, approximately 280 faculty are engaged in extension activities on a continuing basis.

Through cooperation of the Graduate School, the colleges, and the Extension Division, graduate programs are offered in many areas of Virginia where need and demand exist.

The Donaldson Brown Center for Continuing Education opened on January 1, 1968. On-campus continuing education programs sponsored by various departments, colleges, or other groups are offered in the Center, which is described in a subsequent section.

**Dean of Admissions and Records**

The Dean of Admissions and Records is responsible for all activities associated with the admission of and financial aid to undergraduate students and the registration of all students. The Office of the Registrar schedules classes; collects, posts, and reports grades; and maintains transcripts of student performance. The Associate Director of Admissions administers the scholarship and financial aid programs for undergraduate students.

**Director of University Libraries**

The Director of University Libraries is responsible for the operation of the University libraries. He is responsible for purchasing and processing publications needed to supplement textbook information, for the acquisition of periodicals and other serial publications, and for the provision of literary materials needed to support the teaching and research programs of the University. He offers assistance to those engaged in locating information and provides necessary aid in making the resources of the library accessible to the University community.

**Director of Special Academic Programs**

The Director of Special Academic Programs is responsible for coordinating the Honors Program and assists the Dean of the Graduate School and the college deans and department heads in determining the utilization of teaching assistants. H is also responsible for coordinating University-wide international programs such as Study Abroad; for generating interest in new and experimental programs for undergraduate students such as interdisciplinary degree programs, the Fulbright Fellowships, and the Danforth Foundation and Rhodes Scholarships; and for coordinating faculty and student exchange, fellowship, and scholarship programs. The Director of Career Advising reports to him.

**Director of the Summer School**

The Director of the Summer School is responsible for coordinating the planning, the promotion, and the conducting of the summer school academic programs; and for working with the deans and department heads in determining the course offerings and faculty needed. The Director is also responsible

for the promotion of various cultural and extracurricular activities as a part of the total summer-school experiences provided.

**Director of Career Advising**

The Director of Career Advising is responsible for the coordination of University-wide efforts in this field. Among his concerns are the activities of those who advise students on the careers available, on academic means to prepare for careers, and on wise career choices.

**Director of the Learning Resources Center**

The Learning Resources Center was approved by the Board of Visitors in February 1971, and its formal operations began in July of that year. The Director is responsible for receiving and making recommendations on how to improve instructional activities through the use of a wide variety of technological capabilities. He supervises and coordinates the production of graphics and audio-visual and programmed learning resources, which are made available to the faculty and students of the University for instructional activities.

**Director of Institutional Research**

The Director of Institutional Research reports directly to the Executive Vice President. He is responsible for three major activities. A primary responsibility is to provide the administration with management studies on the present and future of the University. He also conducts studies on teaching and learning, assists faculty members who want to conduct their own studies of instructional and evaluative procedures, and serves as a source of information about learning-instructional studies. Another major activity consists of coordinating the flow of questionnaires and other forms and records directed to the University from outside sources.

## Governance by Shared Responsibility

There is wide recognition of the complexity of University governance and general acknowledgment of the need for faculty, student, and staff participation in the administration of University affairs. The University Council, the University Commissions, and the Faculty Senate provide an organizational structure through which administrative responsibilities are shared and fulfilled.

The University Council and the University Commissions constitute the main resident bodies for policy formulation. Their memberships include representation from the administration, the Faculty Senate, the college faculty associations, the student body, and the staff. The University commissions formulate and recommend policies to the University Council, which in turn makes recommendations to the President. Final authority rests with the President of the University and the Board of Visitors.

**University Council**

The membership of the University Council is made up of the President;

the vice presidents (the Executive Vice President is an *ex officio* member); the college deans; the Chairman of the Commission on Faculty Affairs; the deans of the Graduate School, Research, and Extension; the Dean of Admissions and Records; the Director of Libraries (non-voting); one elected faculty representative from each college; six senators from the Faculty Senate; the President of the Student Government Association; one graduate student representative; the President of the Senior Class; the President of the Junior Class, the Vice President of the Student Government Association, the Alternate Graduate Student Representative (all non-voting); and the representative of the Classified Employees.

The functions of the University Council are to advise the President on matters of University governance; to accept functions and authority delegated to it by the President; to review and make recommendations on matters proposed by the faculty, staff, students, administration, Faculty Senate, commissions, committees, and classified employees; and to refer appropriate matters to the Faculty Senate, commissions, committees, groups, or individuals for consideration and recommendation. The University Council is assisted in performing its functions by University commissions and committees.

*Commission on Undergraduate Studies*

The Commission on Undergraduate Studies is composed of the Vice President for Academic Affairs (chairman), the deans of the colleges, the Dean of Admissions and Records, one elected faculty representative from each college, three senators, the Chairman of Academic Affairs for the Student Government Association, and three students selected from nominations by the colleges. The functions and duties of the Commission on Undergraduate Studies are to study, formulate, and recommend to the University Council general policies concerning undergraduate studies and academic affairs; and to contribute to the formulation of policies concerning resources and services as these affect undergraduate studies.

The following University committees submit reports to the Commission on Undergraduate Studies once a year and on request: Academic Appeals, Catalog, Honors Program, International Programs, Learning Resources, Orientation, Scheduling and Registration, Scholarship and Student Aid, and Summer Orientation.

*Commission on Graduate Studies and Research*

The members of the Commission on Graduate Studies and Research are the Dean of the Graduate School (chairman), the Dean of the Research Division, the Dean of the Extension Division, one administrative representative from each of two colleges appointed by the President, one elected faculty representative from each college, two senators, and two graduate student representatives. The Commission on Graduate Studies

and Research evaluates, formulates, and recommends to the University Council general policies and procedures concerning research, graduate studies, and graduate-student affairs. It also contributes to the formulation of policies concerning resources and services as they affect research and graduate studies.

The following University committees submit reports to the Commission on Graduate Studies and Research once a year and on request: Laboratory Animal Care, Patents, Radiation Safety, and Research Council.

*Commission on Faculty Affairs*

The Commission on Faculty Affairs is composed of the Vice President of the Faculty Senate (chairman); the Vice President for Academic Affairs; two academic deans appointed by the President; five senators; and the President *pro tem* of the SGA Senate and one graduate student (both non-voting). The Commission on Faculty Affairs studies, formulates, and recommends to the University Council University-wide policies and procedures concerning: 1) the selection and appointment of faculty, including department heads and administrative officers; 2) various academic policies affecting faculty such as academic freedom, tenure, promotions, salaries, academic leaves, consulting practices, and fringe benefits; and 3) the development and utilization of University resources and services as they affect faculty morale and professional development.

The following University committees submit reports to the Commission on Faculty Affairs once a year and on request: Commencement, Employee Benefits, Faculty Handbook, Honor Court Review, Judicial, New Faculty Orientation, and Visiting Scholar.

*Commission on Student Affairs*

The members of the Commission on Student Affairs are the Vice President for Student Affairs (chairman); the Dean of Student Programs; one academic dean appointed by the President; the Commandant of Cadets; three faculty representatives elected by the Faculty Senate; the President of the Student Government Association; the Chairman of the Student Senate; the President of the Senior Class; the President of the Junior Class; the Colonel of the Corps of Cadets; one elected student representative each of the Student Union Board, the Student Budget Board, the Student Publications Board, the residence hall federation councils, the fraternity-sorority system, and the Student Constitutional Affairs Board; and one graduate student representative.

This Commission studies, formulates, and recommends to the University Council policies and procedures about student affairs. The University Homecoming Committee reports to the Commission on Student Affairs once a year and on request.

**University Committees**

In addition to the committees which have been mentioned as reporting to the various University Commissions, the following submit a report to the University Council once a year and on request: the Board of Directors of the Athletic Association and the Building, Computer, Library, and Traffic Committees. The President, as Chairman of the University Council, and the respective chairman of University Commissions may appoint special committees, boards, and *ad hoc* committees as needed.

**Faculty Senate**

The membership of the Faculty Senate consists of elected faculty members. All resident faculty holding full-time and continuing appointments as professors, associate professors, assistant professors, or instructors engaged in teaching, research, extension, or library work are eligible for election to the Faculty Senate. Vice presidents, deans, directors, and associate and assistant deans and directors, although holding professiorial rank, are ineligible. Faculty members studying for a degree at the University also are ineligible. Members, though uninstructed representatives of their constituents, have the responsibility to seek the opinions of their electorate. Having done so, they make decisions and vote on matters brought before the Faculty Senate according to their own reasoned judgment.

The functions of the Faculty Senate are: 1) to establish an effective means for advising and responding to the University commissions, the University Council, the administration, and the Board of Visitors on University affairs; 2) to participate in the formulation of academic and educational policies which concern more than one college, division, or center; 3) to afford avenues and procedures whereby communications within the University may flow freely, fully, and systematically; and 4) to accept and share responsibility with the administration and students in all efforts to improve the stature and usefulness of the University.

The following standing committees aid the Faculty Senate in performing its functions: Faculty Senate Cabinet, Committee on Committees, Credentials and Elections Committee, and Committee on Reconciliation.

The Senate Cabinet, the Committee on Committees, and the Credentials and Elections Committee, as defined by the *Constitution and By-laws of the University Council and Faculty Senate*, pages 16-20, are concerned primarily with the general business of the Faculty Senate.

The Committee on Reconciliation is composed of six tenured faculty members eligible for membership in the Faculty Senate. Faculty appointed to administrative positions with responsibility for recommending promotions; salary adjustments; and distribution of teaching, research, and extension assignments are ineligible for membership. The functions of this committee are: 1) to

offer advice and counsel to faculty members who seek it, and 2) to consider private matters of privilege, academic freedom, and tenure submitted to it by members of the faculty and the administration and to attempt to resolve such questions as those of academic freedom and tenure.

*College Associations*

In the Colleges of Agriculture and Life Sciences, Architecture, Arts and Sciences, Engineering, and Home Economics, the faculties are organized as faculty associations under constitutions which designate the purposes of the association, membership, officers and election procedures, standing committees and their duties, and other organizational and procedural matters.

**Student Government Association**

The Student Government Association is the official representative body for undergraduate students. Popular elections for officers of SGA are held annually during each spring quarter. Senators are elected within academic colleges to represent proportionate enrollment in each respective college. Senatorial elections are held each fall and spring quarter to facilitate staggered terms of office.

The executive officers and senators of the Student Government Association have as a primary responsibility the involving of students in the University governance process, particularly in areas concerning student life. The Executive Committee of the SGA consists of the President, Vice President, Secretary, Treasurer, and President Pro-Tem of the Senate. It is responsible for formulating basic policy for action by the Senate. An Executive Liaison Committee has been established recently to enhance communication between the SGA and other student leaders who represent the concerns of major student-life programs of the University. The President of the SGA serves as a voting member of the University Council; the Vice President also serves on the Council, but without voting privileges.

Regulations with respect to students are contained in the student handbook entitled *University Policies for Student Life*. The handbook is subject to annual revision and is available to all faculty members.

**Graduate Assembly**

The Graduate Assembly is the representative body for graduate students. One assemblyman is elected by the graduate students of each department offering graduate work. The assemblymen elect from their number two members for the University Council, two members for the Commission on Graduate Studies and Research, one member for the Commission on Student Affairs, and one member for the Commission on Faculty Affairs.

## POLICIES AND PROCEDURES AFFECTING THE FACULTY

### College Staff Structure

Each of the seven colleges is headed by a dean, who is responsible for the supervision of all academic activities in his college. Curriculum, faculty, facility, budgetary, and long-range planning matters for the college are his responsibility, although he may delegate some of these functions to associate or assistant deans as he sees fit.

Department heads in a college report directly to the dean of the college and consult with him about proposed changes in academic programs, personnel, facilities, and similar concerns. The dean also receives recommendations from faculty committees that are set up to evaluate particular aspects of college administration such as the curricula.

Deans are appointed for indefinite terms. They report administratively to the Vice President for Academic Affairs.

#### Department Organization

The academic departments are under the supervision of department heads who are responsible to the heads of the divisions or to the deans of the colleges in which they belong. A department head is responsible for the growth and vigor of his particular discipline, for the recruiting of new faculty, and for the administration of the curriculum and budget of his department.

In a few instances, the organization of a particular discipline takes other forms, headed by a chairman or advisor, or it may be under the more direct control of the dean.

As a vital part of the governance of the University, elected or appointed faculty committees assist the administrative head in determination of departmental policies. Department heads are appointed for indefinite terms.

### Faculty and Administration Appointments

The University is an Equal Opportunity Employer and maintains the policy of considering for positions the best qualified candidate without regard to the candidate's race, sex, age, religion, color, or national origin. In addition, the University has a viable Affirmative Action Program and continues to seek out qualified minority and female candidates.

The procedures to be followed in the selection of appointees to faculty and administrative positions were recommended by the Commission on Faculty Affairs in the spring of 1971 and were subsequently adopted by the President of the University as official administrative policy.

*New Faculty*: The department head, in consultation with the faculty of the department, is responsible for assessing the needs of the department. He requests approval to fill faculty positions from the academic dean and, when appropriate, the deans of Research and Extension.

When a vacancy occurs, an elected or appointed committee or (in the case

of a small department) the whole department, is constituted as a search committee to find the best candidates for consideration. The head of the department or his designate serves as chairman. The department head meets with the academic dean to establish general salary level, rank, and University resources which may be offered.

After personal and professional vitae and credentials of interested candidates are screened, references are consulted, usually by telephone. Preferred candidates (other than instructor) ordinarily are invited to visit the campus where they will be interviewed by department faculty and students, appropriate deans and other administrators, and members of such other departments as have appropriate interest in the position or in the area of expertise.

When appropriate, each candidate is invited to present a seminar or lecture to acquaint the department with the candidate as an educator, lecturer, teacher, researcher, or extension specialist.

All interviewers make known their reactions to and recommendations about the candidate as soon as possible, preferably in writing, prior to departure of the candidate. The search committee makes known its recommendation to the department head.

The academic dean, division dean when appropriate, and department head confer and, if indicated, the department head may then make an offer to the candidate. If possible, this is done before the candidate leaves the campus. Offers are confirmed in writing, giving information about the position, salary, and fringe benefits.

When an acceptance is received, a P-12 application form is completed by the candidate and this, accompanied by a P3-A form, is processed through the appropriate academic dean, Vice President for Academic Affairs, and Personnel Office.

**Administration Appointments**

*Department Heads*: When a vacancy occurs or is anticipated, the dean requests the department to nominate a search committee. The academic dean in consultation with appropriate division dean(s) may appoint additional members not to exceed 50 percent of those nominated by the department faculty.

The committee elects its chairman and meets with the academic dean to determine appropriate parameters of the position, such as rank and available resources. Realistic criteria of University commitment to the department and its programs should be determined.

The search committee canvasses nationally (and internationally at its discretion) for the best available candidates for the position.

Personal and professional vitae and credentials of interested candidates are reviewed. References, faculty in the candidate's department, and others are then consulted, preferably in person or by telephone.

The committee ranks the candidates, reviews the ranking with all the depart-

mental faculty of assistant professor rank and above, and recommends the top three candidates to the dean. The dean consults with division deans when appropriate, department heads and others, and makes a selection from those recommended. The dean informs the search committee and department faculty of his decision and invites the candidate and spouse for an interview and campus visit of 2 to 3 days.

During the visit, the candidate visits with departmental faculty and students, appropriate deans, department heads and other University personnel, and the Vice President for Academic Affairs.

All interviewers should make known their reactions to and recommendations about the candidate as soon as possible, preferably in writing, prior to departure of the candidate.

The dean meets with the search committee, departmental faculty, and other University personnel; discusses the recommendations; and reaches a decision about the candidate. If possible, this is done before the candidate leaves the campus.

If the recommendation is positive, the dean confers with division deans when appropriate and with the Vice President for Academic Affairs confirming matters relevant to the appointment. When possible, the dean may make an offer to the candidate before the candidate leaves the campus and confirms the offer in writing.

If an offer is not made or not accepted, the dean then selects and invites another of the recommended candidates, or requests a revision of the list of candidates. The procedure is repeated until an appointment is made.

*Deans*: When a vacancy occurs, the Vice President for Academic Affairs requests nominations for a search committee from the appropriate faculty or faculty association. He appoints the search committee from the list of nominees and includes a representative minority of department heads. Search procedures are similar to those used for department heads, except that the Vice President for Academic Affairs ordinarily serves as chairman of the search committee.

When several acceptable candidates have been chosen, the Vice President for Academic Affairs presents the list of names to the President for consideration. The preferred candidate is then selected and the Vice President for Academic Affairs extends an invitation for an interview and campus visit.

Interview procedures are similar to those of department head candidates. The search committee and other faculty as appropriate, department heads, deans, directors, and vice presidents as appropriate, and the President all interview the candidate. Coordination of recommendations is achieved by the Vice President for Academic Affairs, who conveys them to the President, who may or may not then formally extend an offer.

When a vacancy occurs in a deanship which extends across college lines, as

in Research or Extension, the faculty search committee shall consist of representatives from all appropriate colleges.

*Associate and Assistant Deans, Directors of Academic Divisions*: When a vacancy occurs in this category and the position does not involve responsibility for faculty activities, salaries, or promotions, it is filled on recommendation by the dean to the Vice President for Academic Affairs and the President. Ordinarily, some department heads and senior faculty are consulted; a formal search committee is used at the discretion of the dean.

If the position involves responsibility for faculty activities, salaries, or promotions, the search and selection procedures will be similar to those used for deans, except that the dean serves as chairman of the committee.

*Vice Presidents*: When a vacancy occurs, the University Council serves as an advisory body to the President for identifying possible candidates, advising on the candidates preferred for a campus visit, and evaluating candidates during campus visits. The faculty members of the University Council, the administrative members of the University Council, and an appropriate group of student leaders meet with the candidates as separate groups. The evaluations from each of the groups are considered by the President who appoints the Vice President with the concurrence of the Board of Visitors.

*President*: The procedures for the selection of a president are established by the Board of Visitors at the time of selection. Ordinarily the procedures are similar to those for vice presidents.

**Regular Faculty Appointments**

*Instructor*: A person appointed to this rank ordinarily assumes full responsibility for teaching lower division courses; for designated extension, library, or other professional activities; or for carrying out research assignments under the direction of senior professors. Appointments are made on an annual basis and may be continued; relatively few instructors will be awarded tenure. For some positions, a doctorate is expected; ordinarily a master's degree or its equivalent is required, along with some experience in work appropriate to the appointment.

*Assistant Professor*: Appointment to this rank requires a person to fulfill basic professional requirements in teaching, research, extension, library, or academic services. An assistant professor ordinarily teaches courses at the undergraduate level and he may teach graduate courses as well. He may be requested to supervise master's theses and doctoral dissertations. The doctorate or other appropriate terminal degree ordinarily is expected for appointment to this rank.

*Associate Professor*: In addition to the requirements for assistant professor, an associate professor must have demonstrated substantial professional achievements by evidence of outstanding teaching; creative scholarship; the obtaining

of grants or contracts; or recognized performanec in extension, library, or academic activities. When appropriate, an associate professor directs theses and dissertations. This rank is considered an appropriate termianl rank for many faculty members. Tenure may be awarded when a faculty member is promoted to this rank.

*Professor*: In addition to the requirements for associate professor, appointment to this rank is contingent upon outstanding recognition and achievement as a scholar, educator, or scientist. When appropriate, a professor directs theses and dissertations in his discipline. A terminal degree, in practically all cases, is required. Tenure may be awarded when a faculty member is promoted to this rank.

**Special Faculty Appointments**

*Visiting Professor*: Appointment to this rank is for a specified period of time to carry out instructional or research responsibilities within an academic department. Reappointment on an annual basis at this rank is permissible. Professional credentials otherwise required for the professorial ranks are required for appointment as visiting professor. Tenure cannot be earned at this rank.

*Lecturer*: Appointment to this rank is for a specified period of time to carry out instructional responsibilities within an academic department. Reappointment on an annual basis at this rank is permissible. Professional credentials otherwise required for the professorial ranks are required for appointment as lecturer. Tenure cannot be earned at this rank.

*Research Associate*: Appointment to this rank is reserved ordinarily for post-doctoral fellows who are working on sponsored research projects under the supervision of a senior faculty member. Appointment is on an annual basis and is renewable. Tenure cannot be earned at this rank.

*Adjunct Professor*: Appointment to this rank is reserved for persons whose professional credentials qualify them for professorial ranks. Their employment is with another agency, organization, or school. They cannot be appointed as professor at this University. Appointments may be renewed annually but tenure cannot be earned at this rank.

*University Professor*: The designation University Professor is conferred by the President of the University with the approval of the Board of Visitors on exceptionally distinguished faculty by recommendation of appropriate faculty and administrative representatives. Nominations originate within the department through the departmental executive committee no more than once each year, and are submitted to the college or divisional dean who then uses a college screening advisory committee for review purposes. The Vice President for Academic Affairs receives the nominations and refers them with his recommendations to the Commission on Faculty Affairs for review and final recommen-

dations to the President of the University. It is expected that no more than approximately one percent of the faculty would hold this appointment at any one time. The President, on recommendation of the appropriate dean(s) and Vice President for Academic Affairs, and after review of credentials by the Commission on Faculty Affairs, may appoint a new faculty member as University Professor. Announcement of the University Professorship(s) is made at the commencement exercises.

*Professor Emeritus*: The title emeritus is conferred on retired presidents, vice presidents, deans, directors, full professors, associate professors, head librarians, and certain exceptional staff members who are specifically recommended by the administration and approved by the Board of Visitors. Their names are carried in the University catalog until death.

**Graduate Student Appointments**

*Graduate Teaching Assistants*: A person appointed to this rank assists faculty in the department in teaching lower division courses or in other assigned professional activities appropriate to the rank. The details of his appointment are determined by the Dean of the Graduate School and the head of the respective department.

*Graduate Research Assistants*: A person appointed to this rank assists faculty in the department in research or other assigned professional activities appropriate to the rank. The details of his appointment are determined by the Dean of the Graduate School and the head of the respective department.

**Appointment Procedures**

Although the University does not have a formal faculty contract, new appointments are made in writing and are confirmed on official appointment forms. Academic appointments ordinarily are for the 9-month academic year, with salaries paid over 12 months, except in the Colleges of Agriculture and Life Sciences, and Home Economics, where annual appointments are typical. Faculty members on 9-month appointments are expected to be on duty through commencement, so their period of duty usually is from 9 months prior to the scheduled date of commencement. Their salary period commences with September 1; however, because of the need for some flexibility, the Governor of the Commonwealth issued a memorandum on August 3, 1966, authorizing the presidents of state colleges and universities, when necessary, to have faculty members report 2 weeks prior to the effective starting date of the academic year, or to remain on duty 2 weeks after the ending date. Such requests are made only in unusual circumstances. For faculty who need to designate an academic year for purposes of defining a summer work period, e.g., for sponsored research grants or contracts or for other purposes approved by the dean of the college or division, the dates September 15 to June 15 may be used. Within these guidelines, faculty on academic year appointments are on duty

for the entire 9 months. "They are usually free of formal duties during periods when the University is not in session but they are responsible for all called meetings and other assigned responsibilities. Faculty members are expected to keep their department/division heads informed of their whereabouts when classes are not in session."

The University is an Equal Opportunity Employer and does not discriminate againts any faculty member or applicant for employment because of race, color, religion, sex, or national origin. It complies with applicable federal and state statutes. The University's affirmative action plan in this regard is contained in Virginia Executive Order 1, issued by the Governor of Virginia on February 6, 1974. Copies of Executive Order 1 are available from deans and department heads.

Completed appointment papers for a new faculty member on academic year apopintment must be in the State Personnel Office by September 15 if he is to be paid on October 1. Therefore, a new faculty member should sign in at the University Personnel Office no later than September 1 of his first appointment year. All appointments are subject to final approval by the President and the Board of Viistors. Continuing faculty appointments are processed without the need for faculty members to complete any forms or papers.

The University has no formal nepotism policy. Members of the same family may be appointed to faculty positions in the same academic department or unit, dependent on their respective professional qualifications. One member of a family cannot directly supervise the work of another or participate in decisions affecting his salary, promotion, tenure, or work assignments. (For specific interpretations of this rule, see the General Counsel of the University.)

**Orientation and Annual Evaluation**

All new faculty members are encouraged to participate in the fall faculty orientation, during which University administrators and student leaders provide information about the University and its environs.

An evaluation of every faculty member's professional performance is held each year. Each person holding a faculty appointment is asked to complete a form near the beginning of the calendar year permitting him to cite his instructional activities, creative scholarship, and other professional activities and recognitions during the previous year. Reviewed by the department head and dean, this is used as a basis for possible salary increase, promotion, and tenure.

Department heads are evaluated periodically under procedures agreed to in writing by their academic dean and the Vice President for Academic Affairs.

In accordance with AAUP recommendations, every effort is made to inform each faculty member about his next year's salary offer by April 1. Salary increases are based on merit; they are not automatic. Faculty members who are not renewing appointments may, if they wish, request the pay due them for the months of July and August in one check with their June pay. When this is

done, all insurance ceases with the last pay check. The faculty member's dean and the Director of Personnel must approve the procedure prior to May 15.

**Promotion and Tenure**

The University has a tradition of academic freedom. It accepts fully the "1940 Statement of Principles on Academic Freedom and Tenure" of the AAUP and the Association of American Colleges (*AAUP Bulletin,* September 1970, pp. 323-326) and the "Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments" of the *AAUP Bulletin,* June 1971, pp. 206-210 *as a working basis* for assuring the rights and the responsibilities of its faculty members. Copies of the *Bulletin* are available from the Secretary of the Faculty Senate. Administrative officers welcome the opportunity to discuss with faculty members questions relating to professional and personal activities which may directly affect the welfare of the University as a whole.

When a faculty member joins the University, his notification-of-appointment papers contain the effective terminal date if the appointment is temporary. The beginning of the probationary period for faculty members on continuing appointments is taken as July 1 or September 1 of the calendar year in which he joins the faculty, depending on whether he is on a 12-month or academic-year appointment, regardless of the month in which his services are initiated.

The initial appointment for Assistant Professors, and for Associate Professors and Professors employed without tenure, employed after September 1, 1971, is for a period of not less than 2 years. Multiple-year appointments may be subsequently recommended. Instructors without tenure are appointed for one-year terms. The tenure decision normally is made in the year preceding the end of a probationary period of employment. The probationary periods, including all preivous full-time service at the University, are as follows:

| | |
|---|---|
| Professor—3 years | Assistant Professor—7 years |
| Associate Professor—4 years | Instructor—7 years |

In some cases, tenure may be granted earlier. Only permanent full-time service in any rank or combination of regular ranks will count toward tenure. Ordinarily a faculty member on leave with or without pay will not gain credit toward tenure.

The aforementioned provisions do not apply retroactively to nontenured Instructors and Assistant Professors appointed on or before September 1, 1971. However, the probationary period may be extended to a maximum of 7 years for Assistant Professors if mutually agreed upon in writing by all parties concerned.

Appropriate service at other accredited 4-year colleges or universities will be credited against the above maximum time limits for the tenure probationary period in the following manner:

Professor—usually no credit
Associate Professor—usually no credit

Assistant Professor—year-for-year credit up to a maximum of three years' credit

Instructor—year-for-year credit up to a maximum of three years' credit

Each faculty member will be notified in writing by the Vice President for Academic Affairs when he obtains tenure.

Tenure, for which faculty are eligible to insure academic freedom, may not be acquired in administrative positions. Individuals holding or granted tenure in academic units who are appointed to administrative positions continue to hold tenure in those units.

Full-time administrators who also hold academic appointments in teaching and research departments and engage in such activities may be recommended for tenure in such departments or may continue to engage in teaching and research on a part-time basis as adjunct faculty. Administrators granted tenure in teaching and research departments are not included in the determination of percentage of faculty tenured in those departments unless they assume full-time teaching and research responsibilities.

Due process, including the right of review and hearings, is afforded an administrator whose appointment is terminated involuntarily.

Promotion and tenure are granted to faculty members who have demonstrated outstanding instructional, research, extension, library, or other professional activities. Every faculty member should maintain a curriculum vita, updated at least biannually, with copies filed in his department and college (or equivalent academic units, as appropriate). The curriculum vitae, together with annual work load reports, student evaluations, and other similar documents, furnish the principal basis for promotion and tenure decisions.

A faculty member being considered for either promotion or the awarding of tenure has his credentials reviewed at three levels — by a departmental committee and the department head, by a college committee chaired by the dean, and by a University committee chaired by the Vice President for Academic Affairs.

Faculty members in particular fields have the highest level of competence and should share in the responsibility for judging the work of their colleagues. Consequently, the initial review of a faculty member's credentials is at the department level. The departmental committee consists of the department head and an appropriate faculty representation. It considers the qualifications of a candidiate for promotion or the award of tenure and weighs, in addition, such matters as the department's future needs for his particular qualifications, anticipated budgetary restraints, student enrollments, anticipated retirements, and similar considerations. When these matters have been reviewed and the relative importance of each determined by the committee, it submits its report and recommendation to the department head. If the recommenda-

tion of the department head is different from the committee's recommendation, the committee is so informed and an attempt is made to reconcile these differences. The recommendation (or recommendations) is then forwarded to the dean.

The college committee consists of the dean, acting as chairman, and appropriate faculty representation. It considers the qualifications of the candidates recommended from the departmental committees. Its deliberations are in terms of the restraints at the departmental level but are expended to include factors which may affect the college. In rare instances, the college committee may request review by the departmental committee of a faculty member who had been denied promotion or tenure. Candidates who hold joint appointments in two departments or in two colleges are considered by special committee groupings, as may be appropriate. If a department recommendation for tenure is rejected, the department head and the department committee members are informed about the basis for the rejection so that an appeal, if desired, can be made immediately. The dean informs the committee if his recommendations differ in any instance from those of a majority of the committee. The recommendations of the dean (and those of the committee, if different) are sent to the Vice President for Academic Affairs.

The University committee is chaired by the Vice President for Academic Affairs and consists of the college deans, the Deans of Research and Extension, and tenured faculty members. Consideration by the University committee will result in a reversal of a dean's (or his committee's) recommendations only after a review of those recommendations at both the deparatmental and the college levels. In addition, the University committee considerations include such matters as University-wide quality standards, budgetary and other University matters that affect the number of faculty members who can be promoted or awarded tenure over a given period, candidates with joint appointments in different colleges or other units, and non-discrimination on the basis of sex, race, or similar variables. Ordinarily, deans and directors will have been informed prior to reviews at the college level about budgetary and other University considerations which may affect the number of faculty members who can be promoted or awarded tenure in that year. Decisions at the University level are communicated in writing to the appropriate deans as quickly as possible. When tenure is denied the reasons for such denial are given. The Vice President for Academic Affairs sends his recommendations, with those of the University committee, to the President.

Final promotion and tenure decisions are made by the Board of Visitors after the receipt of the recommendations of the President of the University. Faculty members who are not to be awarded tenure the following year are advised in writing by their department heads according to the schedule recommended by the AAUP for such advisement. Faculty members who are recommended for tenure are so advised informally by their department heads,

with official notification coming from the Vice President for Academic Affairs after action is taken by the Board of Visitors. Notification of promotion is made by the President of the University.

## Instructional Activities

### Assignment of Academic Activities

University policy currently prescribes no maximum or minimum teaching load during the 9-month academic year. Assignment of teaching load is the responsibility of the department head and may vary from one quarter to the next depending on the departmental requirements. Although the normal load for those engaged only in teaching is 12 didactic hours, the loads vary widely and are usually adjusted for such additional services as graduate supervision beyond normal advising and research. A didactic hour is defined here as one contact hour in a lecture course or 0.60 hour for each contact hour in a course designated as a laboratory course.

Teaching loads during the summer terms are more tightly controlled. In each term, a full teaching load consists of at least 12 didactic hours and the salaries of those teaching less than 12 didactic hours are reduced proportionally. Summer teaching appointments are the responsibility of the department head. (See Summer Appointments.)

### Scheduling Classes and Registration Procedures

One of the main duties of the Registrar is to distribute the timetable for classes — showing what is to be taught, by whom, when, and where.

The Registrar also allocates instructional space. His master file shows the size of the instructional space, capacity, and available audio-visual aids and other such equipment. Rooms with special characteristics, such as a chemistry lab, are assigned to a department on a continuing basis. Other rooms are assigned on a maximum convenience priority for both faculty and students.

One week in the preceding quarter is designated for all continuing students to register for the forthcoming quarter. It is especially necessary for the faculty who advise students to keep advisory appointments during this week.

After a student completes his registration with his course advisor, the computer prints a *First Management Report* showing by departments the capacity of each section, the number of students requesting the section, the actual enrollment, the number with irreconcilable conflicts, and the number in excess of capacity.

Following perusal of this report by each department, adjustments are made whenever possible by: 1) increasing the capacity of the section; 2) creating new sections; and 3) abolishing sections for which the demand appears too small to justify offering the section. In general, sections will not be taught in the fall, winter, and spring if they have fewer than 15 students in undergraduate classes and fewer than 6 in graduate ones. In the summer terms, there is no minimum size but a small class is considered adversely in deter-

mining classes which that department may offer in the following summer.

After the departments report the changes to the Registrar, a second computer run is made for the *Second Management Report.* This becomes the final report for the department prior to Check-In day. The Class Tickets are then distributed to the students.

Students needing to complete or correct schedules create strategies (drops and attempts to add) with course advisors in the Schedule Completion week. They then take the strategies to computer terminals in the colleges to be processed. A revised class ticket is supplied any student whose class schedule is changed.

**Timetable of Registration Events ***

| *Time* | *Event* |
|---|---|
| Check-In day minus 12 months | Registrar asks the department for timetable material |
| Check-In day minus 9 months | Registrar asks departmental representatives to review timetable material |
| Check-In day minus 9 weeks | Course requesting begins |
| Check-In day minus 7 weeks | *First Management Report* |
| Check-In day minus 5 weeks | *Second Management Report* |
| Check-In day minus 4 weeks | Schedule Complete Period begins |
| Check-In day | |

**Preparation of Textbook Lists and Other Instructional Materials**

The University bookstore has been officially designated and assigned the responsibility of providing textbooks and related teaching supplies for the University community. In a memorandum dated April 6, 1966, the President advised deans, directors, and heads of department as follows:

"In order to insure an adequate supply of textbooks for students, the Board of Visitors a number of years ago designated the VPI Bookstore as the campus agency for handling textbooks. This arrangement is still in effect and it is hoped department heads will assume the responsibility of supplying the bookstore with the information needed to carry out this assignment.

"In order to insure promptness, efficiency, and adequate supplies, the heads of all departments should secure lists and estimated needs from each staff member and forward these data to the bookstore.

"Copies of such lists may be furnished to other suppliers as the faculty member and the department head desire."

In order to try to insure that students and faculty will be provided with these needs, a Faculty Bookstore Advisory Committee recommended, and the deans approved, the following plan for assembling information and communicating it through appropriate channels for text requirements:

* This schedule may vary somewhat from quarter to quarter.

1) Professors notify the department head, or his designated representative, of their textbook needs.
2) The department head, or his designated representative, coordinates and consolidates, as far as possible, the ordering of all textbooks for the faculty in the department. Textbook orders, on forms furnished by the bookstore, are given to the bookstore at least 30 days in advance of use requirements.
3) Each department head notifies the bookstore manager (with a copy to his dean) the person who will serve as department representative.

There are also bookstores in the town. One of these will order textbooks in the same manner as the University bookstore.

(See also Textbooks by Faculty Members.)

**Grading System, Class Attendance, and Classroom Protocol**

The University has two grading systems. The first is the typical system of letter grades with "A", "B", "C" representing passing grades; "D" representing a grade which is passing in undergraduate but failing in graduate work; and "F" representing failure. The second is the pass-fail system in which the student receives a "P" for work in which he would otherwise have received passing grades, or "F" signifying failure. The assigning of grades is the responsibility of the individual instructor in every case. The basis on which grades are assigned rests on his judgment alone, except that grades are not to be given solely on the basis of the students' self-evaluations. The grade of "A" should be generally reserved for the very best students in the teacher's experience; the grade of "F" should be used for those students who have not achieved the least acceptable objectives of the course of study. Faculty are not to raise or lower grades on the basis of attendance *per se*. Beyond these principles, the instructor must be guided by a sober, careful estimate of each of his students. Generally speaking, faculty members are expected to designate the bases of their grades to students enrolled in their classes on the first day of class.

"G" and "H" grades signify deferred passing and deferred failing, respectively, and are given when the student is excused from an examination by either the health officer or the student's dean. In either case, they are to be changed to regular passing or failing grades before the end of the next quarter in which the student is enrolled. They may be removed earlier by agreement between the student and the instructor. The permanent grade is reported on a deferred grade card obtained by the student from the Registrar.

"I" signifies incomplete. It is given only at the discretion of the instructor. For lecture courses, an "I" must be removed during the first 30 days of the next quarter in which the student is enrolled. For laboratory courses an "I" must be removed during the next quarter in which both the student is enrolled and the course is offered. "I's" in lecture courses must be authorized by the student's dean.

"W" and "U" signify resigned passing and resigned failing, respectively. They are given when a student resigns after the sixth week of the quarter and in circumstances in which the normal "F" and suspension are not appropriate.

The pass-fail grading system for undergraduates is, with one exception, offered only to students above the freshman level who have completed at least 45 credit hours and have a quality credit average of at least 2.25. The exception is those courses which are offered only on a pass-fail basis. These may be taken by all undergraduate students. Qualified students may elect to take no more than 10 percent of the courses they require for graduation on this basis. Credit is given for courses so passed; the quality credit average is not affected by either a pass or a failure.

The pass-fail option is available to all graduate students, with a maximum of 3 and 6 credit hours allowed toward the minimum requirements for the master's and doctoral degrees, respectively.

Grades are recorded on sheets sent to each department by the Registrar. These sheets show the descriptive data for the course, the names of the students enrolled in the course, and spaces for the grades and days absent.

A revised class roll is sent out in the sixth week of the quarter so that teachers may indicate inconsistencies between their records and those of the Registrar. Errors in reporting which are substantiated by records in the Registrar's office are corrected. When records are missing, the student is notified and must initiate appropriate action himself.

Regular class attendance is expected of all students. Grades are to be based on performance of assigned work, including classroom work. The University does not observe a formal "cut" system.

Instructors are expected to provide students during the first week of scheduled classes with course syllabi, including course objectives, topical outlines, and the expected performance for which grades will be assigned. All written work should be given at times such that it can be graded and returned to students during regularly scheduled class meetings of the quarter except for term assignments, described in the syllabus, which may be required after the last scheduled class meeting. The latter should be available to the students by the time of the scheduled final examination. (See Evaluation and Final Examination Policy.)

Attendance at the final examination is mandatory except for those courses in which other means of evaluation are specifically approved by the college dean.

Cancellation of scheduled classes on a University-wide basis is determined by University Council action and is announced in the *Daily Bulletin*. When an instructor cannot meet his classes because of illness or other reasons, his department head is informed ahead of time so appropriate measures can be taken to provide for the missed class(es).

The conduct and dress of students in the classroom are matters for the individual instructor to determine, but with due regard for the rights of stu-

dents. If he wishes, he may allow smoking or eating or drinking soft drinks. Since he must also be aware that the instructor who follows him in the classroom rightfully expects a clean and orderly space, it is his obligation to be sure that drink cans are picked up and the floor and furniture are free of cigarette butts, paper wrappings, or other debris left by students in his class.

**Office Hours, Academic Advising Activities, and Tutoring**

As a part of their teaching responsibilities, faculty members are expected to provide some regularly scheduled office hours each week for consultation with students. These hours should be reasonably spaced over the week at times mutually convenient to the instructor and his students. No particular office hours are prescribed by University policy. Students are encouraged to seek clarification about their work if they are in need of counsel. Those in need of nonacademic or personal counseling outside the purview of faculty member's professional capabilities may be referred to the Counseling Center. A faculty member may not permit a student or students to use his office when he is not present in it, except with permission of the department head or other authorized University official.

Faculty members and graduate teaching assistants do not accept fees for tutoring students enrolled in their classes, either on a group or single-student basis. They are free to tutor for payment otherwise under University consulting policies.

**Approval of New Academic Programs and Courses and of Course Revisions and Deletions**

When an academic department recommends a new degree program or major changes in an existing degree program, it is forwarded to the Curriculum Committee of the college in which the department is located. If approved, and depending on the level of the program, it is then sent either to the Commission on Undergraduate Studies or to the Commission on Graduate Studies and Research or both. The respective commission(s) reviews and makes approval recommendations to the University Council, the President, and the Board of Visitors. On approval by the Board, new programs are submitted to the State Council on Higher Education for final approval. The format for preparing new programs is obtained from the college dean. Outside consultants are used in the preparation and review procedures for new degree programs. The commissions do not review program and course changes during the summer months.

Additions to existing curricula and major changes in courses require the use of a specified format and approval of the appropriate commission. In some instances, approval of the University Council and the President is also required. Minor changes in courses (*e. g.*, in title or catalog description, or in deletion of existing courses) are approved by the Curriculum Committee of the college concerned.

**Student Record Policy**

The following statement of policy on maintenance and disclosure of student records was adopted by the University Council on July 16, 1973:

"Because of the variety of records which are kept and the many different uses to which records are put, it is difficult and probably not wise to attempt to enunciate a precise code or set of regulations to cover every instance which could arise. Present University policy is to enunciate appropriate general principles with the administration thereof delegated to the appropriate administrative authority. Common to the many varied problems, however, are general principles which control. These are as follows:

1) Protection of the individual student's right of privacy is accorded the highest priority in the maintenance of records consistent with legitimate University needs.

2) Records kept are those needed to permit the custodian thereof to perform fully his assigned duties. Information is not kept which is not germane to these assigned duties.

3) In the interest of accuracy and as a provision against abuse, the individual has the right to review records kept concerning him. Any person in custody of such information should have an established procedure for sharing such information upon request.

4) It is improper for University personnel to use University records for personal reasons unless the information is freely available to the public.

5) Persons outside the University are not given access to students' records without the permission of the individuals affected. There are some exceptions to this, such as in the case of a request from someone who is entitled legally to the information either by virtue of his office or because he is acting under the authority of a subpoena in which case the student is informed by the University about it.

6) Records are kept in such a fashion that a request for specific information is answered without carrying with it extraneous information which was not requested and which could be potentially harmful. The best example of this is that persons receiving academic information do not also receive disciplinary information. Current policy is to show the notation "suspension by committee action" on transcripts.

7) It is University policy for certain units of the University to comply with publicly known and accepted legal or professional constraints when such units are identified in University policy. Existing units so identified are the Health Services which treat medical records in conformance with the standards and ethics of the medical profession's physician-patient relationship, the Security Division which operates under the constraints of police regulations, and the Computing Center which conforms to the standards and ethics regarding data banks.

8) Responses by University personnel to requests for information are limited to that information germane to their sphere of responsibility or to their relationship to the student, *e.g.*, faculty advisor, professor, major professor, or teacher.

9) The University subscribes to the principles of the "Joint Statement on Rights and Freedoms of Students" (*AAUP Summer Bulletin*, 1968, pages 258-261) as a guide on the maintenance and disclosure of student records.

10) University policies on maintenance and disclosure of student records are made available in writing to the students, faculty, and staff.

"A discussion of the disclosure of information in student records requires that distinction be made between confidential and non-confidential or "public" information. The definition of public information depends to some extent on what is determined as a policy matter to be desirable. In the broader sense, it may be defined as that information in which the individual has no personal interest. The dates when he was in attendance is one example. For statistical purposes, information is often collected and disseminated as data without identifying the individuals involved. Grade point averages and the number of disciplinary cases of a certain type are examples of this. Confidential information is that which, if disclosed, could adversely affect an individual and is of such a nature as to be of no interest to the public. Confidential information consists of sensitive facts of private record, the best examples of which are medical records, details of disciplinary actions, and information of a personal nature obtained by virtue of one's official capacity. The following discussion as to appropriate handling of information and the disclosure thereof deals with confidential information rather than public information. Frequently, information of a non-confidential nature is treated as confidential information, and the same safeguards against disclosure are imposed. However, it is important to note that this is done as a matter of administration. Even confidential information may be disclosed when it is necessary for the welfare of the individual affected or for the protection of society or the University. The responsibility for decisions on disclosure of information rests with the appropriate Vice President.

"The handling of medical records is made in accordance with standards of the profession and in accord with the physician-patient privilege. Records of persons seeking or receiving medical treatment are not forwarded to other agencies within the University. Exceptions to this apply in cases where disclosure is necessary for the welfare of the individual or is subject to subpoena.

"The student is informed of and is expected to know of those instances in which disclosure will be made without prior approval from him. Examples include the release of transcripts or grade reports to parents or the release of placement data. A request for a transcript or other academic information

from another institution of higher education indicating sufficient reason may be honored as a matter of inter-institutional courtesy when a student has previously requested that his transcript be released.

"Only those items deetrmined by the institution to be matters of public record are released in response to telephone inquires. These items include whether or not the student is enroiled, the school or division, the dates of enrollment, degrees earned, the date, major field of concentration and honors received. Addresses and telephone numbers could be released under this policy. Individuals and organizations outside the University are given only those items mentioned under the section on telephone inquiries.

"Because the Office of Admissions and Records and the Student Personnel Division are the focal points of information on students, the following specific statements of their policies are set forth.

*Office of Admissions and Records.* "Request for an individual student's record from the student's advisor, department, and academic dean, and from the VPI&SU administrators are honored. All other requests without written permission of the student are denied.

"No lists of students by curriculum, class, new students, current students, sex, race or any other category are made available for any purpose to any individual or group other than official University administrative and academic officers.

"An individual student may inspect his permanent academic record in the Registrar's Office upon proper identification by his current validated I.D. card and signature on an appropriate form provided for this purpose.

"A student may have an official transcript of his academic record forwarded to anyone or to himself by completing a transcript request form available in the Registrar's Office or by sending a personal letter. Requests for transcripts made by telephone or by verbal request only are not honored.

"Transcripts and/or grade reports may be released to parents or guardians without prior approval from the student unless the student is over 21 or married.

"A request for a transcript or other academic information from another institution of higher learning indicating the reason therefor will be honored normally as a matter of inter-institutional courtesy when a student has previously requested that his transcript be released.

"Requests from a philanthropic organization or government agency supporting a student are honored without formal approval from the student. However, students are informed that acceptance of financial aid may involve having copies of their academic records sent to supporting organizations.

"Requests from high schools, community colleges and educational research organizations making statistical studies may be honored without prior approval

of the student provided the requesting institution certifies that no information revealing the student's identity is to be published.

"Government investigative agencies are generally denied access to student files and records without written authorization from the individual student. If authorization is not given, the information is released only on court order or subpoena.

"Telephone inquiries are limited to the following information:

1) Whether or not the student is currently enrolled.
2) Dates of enrollment.
3) Degree(s) earned if any, date, major, and honors received.
4) Address and telephone number.

"These guidelines apply to all requests for academic information on current or former students received by any member of the faculty, administration, or clerical staff. The guidelines are intended to protect the student's right to reasonable privacy and the confidentiality of his academic records throughout the University.

"All University personnel refer to the Office of the Registrar requests for transcripts, certificates, or other information which that office typically provides.

"The University reserves the privilege of withholding grade reports, transcripts, certificates, registration materials, or any other information pertaining to a student's record if financial obligations are unmet. The University also reserves the privilege of withholding registration materials if violations of University regulations have not been cleared.

*Student Personnel Division.* "The Vice President for Student Affairs maintains information on student government, on student activities, and on each student. An important reason for the student life is to counsel the student. The file contains general information about achievements, leadership roles, news and public information, academic grades, and disciplinary actions. Information about arrests is included because the offense may lead to later University action. The student may ask to review his file in which case the appropriate Student Personnel representative enumerates the contents and identifies their nature. The student must identify himself before the conference. This file is considered confidential and is not available to investigative agencies or others. The Vice President for Student Affairs reviews each file after graduation and closes out disciplinary materials. Counseling files are treated as confidential and are not available to persons outside the University except under conditions previously noted in this statement of policy.

"Placement files are created by the student for his own purposes and, as such, are subject to release for the purposes for which they are created. Students give approval in writing for the release of credentials for placement purposes.

*Access to Computerized Records.* "Computerization of the student record system has changed only the form in which records are kept and the method of accessing the records. The requirements for accessing the records by terminal are such that security of records is increased over previous record systems. Policies on maintenance and disclosure of student records apply regardless of the form in which records are kept.

"Provision is made for a student to obtain access to his complete USERS record.

*Departmental Files.* "University policies on maintenance and disclosure of student records only to departmental files, including the student's right to review these records."

**Attendance at Commencement Exercises**

The University honors its graduates at one annual comemncement, usually on a day between June 7-13. The first portion of the ceremonies is an assembly of the whole University and includes the granting of degrees and the presentation of the doctoral diplomas. The remaining portions occur in each of the colleges. The presentation of the bachelor's and master's diplomas occurs in the individual colleges together with whatever other observances seem appropriate. The faculty pay period extends through the date of the commencement exercises, and every faculty member is expected to participate in the exercises unless specifically excused by his department head.

The Commencement Committees seek faculty assistance of various types for the exercises and send out written requests in the spring. They also provide complete directions for obtaining gowns and for individual and group participation in the exercises.

**Graduate Teaching Assistants**

Departments offering advanced degrees are eligible to request graduate teaching assistant (GTA) positions. Positions are assigned by the academic dean with individual appointments made by the department head. The Dean of the Graduate School reviews and approves each recommended appointment. Entering graduate students with a 2.75 QCA (quality credit average) in the last 2 years of undergraduate work are eligible for appointment to a GTA. Once appointed, the student must maintain a cumulative QCA of 3.0 on all courses taken as a graduate student in order to be eligible to retain his appointment or be reappointed. First year GTA's with no prior teaching or professional experience are not permitted to take full responsibility for a lecture class prior to their third quarter of appointment. Appointment forms for new GTA's must be completed and received in the Personnel Office at least 13 days before the effective date of the appointment so that a pay chck for the first period will be received on schedule.

The Director of Special Academic Programs works with department heads

on the evaluation of GTA activities and on innovations in teaching methods for them.

**Student Evaluation of Courses and Instructors**

The University Council, on May 21, 1973, adopted a new policy on student evaluation of courses and instructors. Committees in each college are responsible for designing appropriate evaluation procedures and for receiving such evaluations. Information about this matter is available from department offices and from the academic deans.

Colleges, departments, and individuals wishing expert assistance in devising evaluation forms are referred to the Office of Institutional Research where a variety of such forms is available.

Most faculty members who use such evaluations find them helpful in revealing information that leads to improvement of classroom presentation, evaluation of students, and student resopnse to their classes.

**Summer Appointments**

Two consecutive academic sessions are scheduled each summer. In addition, short courses, workshops, and institutes are approved for shorter periods on an individual basis. If such activities require University housing and food services, approval of the Vice President for Administration is obtained prior to scheduling.

The Director of the Summer School confers with each academic department regarding summer school offerings to effect a "fully guaranteed" listing of courses in the timetable. Courses of an intensive nature for special groups are developed on the basis of sufficient enrollment. The agreement between the Director of the Summer School and each department is developed taking the following into consideration: previous courses and enrollments, budget allocations for summer sessions, program expansion, and new developments and directions.

Faculty on academic-year appointment may earn up to 30 percent of their salaries if they engage in approved teaching, research, or extension activities during the summer. The Board of Visitors has approved an upper limit on summer teaching salaries beginning with the 1973 summer session. This limit is set annually by November 1. Those on summer teaching appointments may not teach more than three summer terms within any 2-year period. For purposes of certain sponsored research grants and contracts and specifically approved extension activities, June 15 to September 15 may be used to designate the summer work period.

Teaching and research appointments for regular summer sessions and special academic courses, seminars, and institutes are approved prior to the beginning of the preceding spring academic quarter, unless special circumstances require later consideration by the department head and academic dean concerned.

No summer appointments are made without the consent of the faculty members involved.

**Off-Campus Graduate Instruction**

The off-campus graduate program is an important part of the total teaching mission of the University, and faculty members may be asked to perform teaching duties at off-campus locations.

Off-campus graduate instructional activities are processed through the Extension Division by the department head involved and the Graduate School. A faculty member who teaches an off-campus graduate course is given appropriate relief from on-campus duties, plus travel expenses.

In rare cases, a faculty member may be requested to teach an off-campus course on an overload basis for which additional compensation is provided. Approval must be requested in writing from the office of the Vice President for Academic Affairs at least one month prior to the beginning of the academic quarter for which overload compensation is requested.

Arrangements for teaching off-campus courses in the summer are made on a different basis than those described for the regular academic session.

## Teaching Awards

Because of the belief that excellence in teaching should be a major concern of every faculty member, the William E. Wine and Philip Sporn Awards are presented annually in recognition of outstanding teaching performance.

Three Wine Awards of $500 each are made possible by a gift from the University Alumni Association in memory of William E. Wine, a former rector of the Board of Visitors. Possible recipients of the Wine Award are nominated by students, alumni, and faculty. In each of the academic colleges, a Wine Award committee composed of previous winners selects one or two candidates from those nominated. The names are sent to the Wine Award Committee for the entire University. This committee, in turn, selects the three recipients and transmits their names to the Director of the Alumni Association.

The Sporn Awards of $500 each, made possible by gifts from Dr. and Mrs. Philip Sporn and the alumni of the University, are presented to a teacher of engineering subjects (a college award) and a teacher of freshman subjects (a University award). Students from the freshman and sophomore classes and students in engineering subjects nominate possible recipients. Committees of students and faculty make the final selections and recommend them to the appropriate deans and the President.

A University-wide Committee on Teaching Excellence recommended establishment of a method for recognizing annually up to 10 percent of the teaching faculty and graduate teaching assistants. These faculty members and graduate teaching assistants are to be nominated by their college deans based on procedures generated by each of the college faculties in accordanc with a policy statement adopted by the University Council on May 21, 1973.

The Wine Award winners and the winner of the University Sporn Award for the three previous years, together with 18 faculty members recognized through annual teaching awards described above constitute the Academy of Teaching Excellence. Functions of the Academy, procedures for determining its constituency, and the length of the terms of its members are described in University Council minutes of May 21, 1973.

The University has several chairs which result from the gifts of a number of benefactors. Among these positions are the Alumni Distinguished Professor, the C. P. Miles Professor of English, the Thomas M. Brooks Professor of Forestry, and the Whittemore Professorship.

## Special Academic Programs

### Honors Program

The Honors Program consists of special classes in broad academic fields represented by no single department (humanities, social studies, and natural sciences) and of other classes within departments. Some honors seminars are designed to integrate many topics in a broad field, while others investigate a single topic from the viewpoints of several disciplines. Within departments, honors sections of regular courses explore subject matter in greater depth; individual study and research give upperclassmen freedom to study topics of particular interest to them which are not part of the established curriculum.

In some departments students may earn a bachelor's degree "in honors." The program leading to this recognition occurs in the junior and senior years and focuses upon the student's own discipline rather than upon his general education.

The University Honors committee provides overall direction to these programs.

### International Programs

The International Studies curriculum is an interdepartmental major in the College of Arts and Sciences. It is built upon selected courses from the Departments of Economics, Foreign Languages, History, Political Science, and Sociology and is described in the University catalog.

The Study Abroad programs offer students an opportunity to study in foreign countries during the summer. Each program is built around a course of study at a foreign educational institution and close contact between students and the local people including, whenever possible, living with a foreign family. The program also includes organized group travel related to the course of study and independent travel of the student's own choice. Any department may design and propose a program of foreign study.

A University-wide International Programs Committee makes recommendations about the full breadth of the University's international involvement. This includes instructional programs, foreign students, faculty exchanges, and overseas research and extension projects.

The University also participates in the International Association for the Exchange of Students for Technical Experience, which involves working abroad in a job related to the student's field of study. It is oriented to the individual rather than to the group and offers a wide choice of overseas opportunities.

**Visiting Scholars Program**

This program is the result of a generous gift for strengthening the scholarly environment on the campus. It brings outstanding scholars to campus for interaction with students and faculty through lectures, seminars, discussions, and the like. The program operates at two levels which roughly define the audience for which the scholar is invited: University scholars and college scholars. These programs are administered by the University Visiting Scholars Committee.

**Cooperative Education Program**

Cooperative Education is a 5-year program that provides coordination of the theories and principles learned in the classroom with the practical application of these concepts in business, industry, and government. The coordination is accomplished by alternation of full-time periods of study-related employment with full-time periods of academic study on campus.

Approximately 700 students participate each year in the Co-op Program, with more than 250 employers providing relevant work experience for them. The curricula in which co-op programs are available to qualified students are listed in the catalog. Co-op programs in other curricula are under consideration.

**Career Advising Program**

The Director of Career Advising coordinates career advising for students at the University level. He assists faculty advisers in obtaining and presenting information about career opportunities and in articulating this information with academic advising. He, the Director of the Counseling Service, and the Student Placement Office work together to encourage participation of faculty and students in several types of activities related to career planning.

## Research and Creative Scholarship

The University encourages all faculty members to pursue creative and scholarly activities, and many faculty members receive part or all of their salaries from research funds. Each department receives funds in its operating budget to help support scholarly activity and the Research Division, operating from a separate legislative appropriation, is another source of support.

A faculty member desiring released-time from instructional or other duties for research or other creative scholarship may make a request to be allowed such time to his department head, who makes the final assignment of all academic duties within the department. The department head also helps fac-

ulty members find extradepartmental sources of support for research. Some departments maintain current files of private and public agencies which supply funds for such activities. The office of each academic dean also serves as a repository for such information. Finally, the professional staffs of the Research Division and the University Development Office are available for assistance in determining sources of extramural assistance.

**Preparation of Grants and Contract Proposals**

Helping faculty members obtain research grants and contracts is a major function of the Research Division. The *Manual of Procedures* for proposal preparation and project handling is available from the Research Division to all faculty. This manual describes in detail how the proposal should be organized, the format, the development of the budget, and the various approvals that are required before a proposal can be officially made to a sponsor.

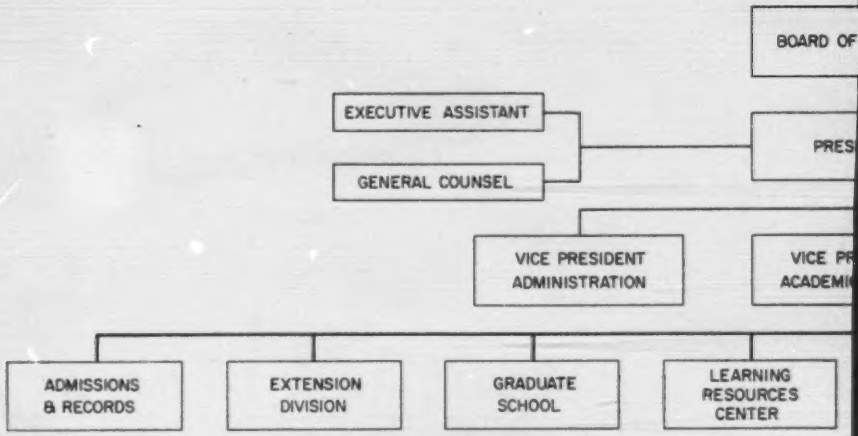
Because most funding agencies have their own requirements for the way proposals are to be submitted and evaluated, it is desirable to review proposals in a preliminary form with the Associate Dean for Research and Graduate Studies (or equivalent) of the college and with Research Accounting. Both can provide information and guidance on University policies on cost sharing and other budgetary matters. All proposals must receive approval from the research accounting section before submission.

Forms which are illustrated in the *Manual of Procedures* are available in each department office or from the Research Division. Because considerable processing of each proposal is required, the faculty member should submit the proposal for internal approval at least 2 weeks prior to the deadline set by the sponsoring agency.

**Laboratory Services and Facilities**

Many services and facilities are available to assist faculty in research. Laboratory Support Services, a University-wide service, is administered by the College of Engineering and serves the entire University community. It can provide engineering support to non-engineering departments, the loan of specialized equipment, machine shop and electronics services, and audio and video capability. In addition, the Department of Chemistry can provide the services of the glass shop and chemical analysis; Information Services and the Learning Resources Center can provide drafting skills, graphic arts, and photographic services. Neutron activation analysis is available in the Neutron Activation Analysis Laboratory, administered by the Department of Mechanical Engineering. Consultation on patents and copyrights is handled by the Research Division. Several other major research facilities and laboratories are available including the several electron microscopes and an electron microprobe in the Molecular Structures Laboratory; instron testing and wood construction laboratories in the College of Architecture; wind tunnels and a 100 kilowatt nuclear reactor in the College of Engineering; and several nuclear accelerators in the

## CAMPUS ACADEMIC C




### COLLEGE OF AGRICULTURE AND LIFE SCIENCES

BASIC SCIENCES
- Agricultural Economics
- Agricultural Engineering
- Biochemistry and Nutrition
- Entomology
- Food Science & Technology
- Anaerobe Laboratory

ANIMAL AND VETERINARY SCIENCES
- Animal Science
- Dairy Science
- Poultry Science
- Veterinary Science
- Forage Testing Laboratory

AGRONOMIC AND PLANT SCIENCES
- Agronomy
- Horticulture
- Plant Pathology and Physiology

FORESTRY AND WILDLIFE RESOURCES
- Fisheries and Wildlife
- Forestry and Forest Products

### COLLEGE OF ARCHITECTURE

DIVISION OF ARCHITECTURE AND ENVIRONMENTAL DESIGN
- Architecture
- Art
- Building Construction
- Landscape Architecture

DIVISION OF ENVIRONMENTAL AND URBAN SYSTEMS
- Urban Affairs
- Urban Design
- Urban and Regional Planning
- Center for Urban and Regional Studies
- New Communities Studies Center

### COLLEGE OF ARTS & SCIENCES

HUMANITIES AND FINE ARTS
- Art
- English
- Foreign Languages
- Philosophy and Religion
- Performing Arts and Communications

SOCIAL SCIENCES
- Economics
- Geography
- History
- International Studies
- Political Science
- Psychology
- Sociology
- Urban Affairs

NATURAL AND MATHEMATICAL SCIENCES
- Biochemistry
- Biology
- Chemistry
- Computer Science
- Geological Sciences
- Mathematics
- Physics
- Statistics
- Nuclear Science

LIBERAL ARTS AND SCIENCES
(combined major)

### COLLEGE O

ACCOUNTING
BUSINESS AD
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- Center for

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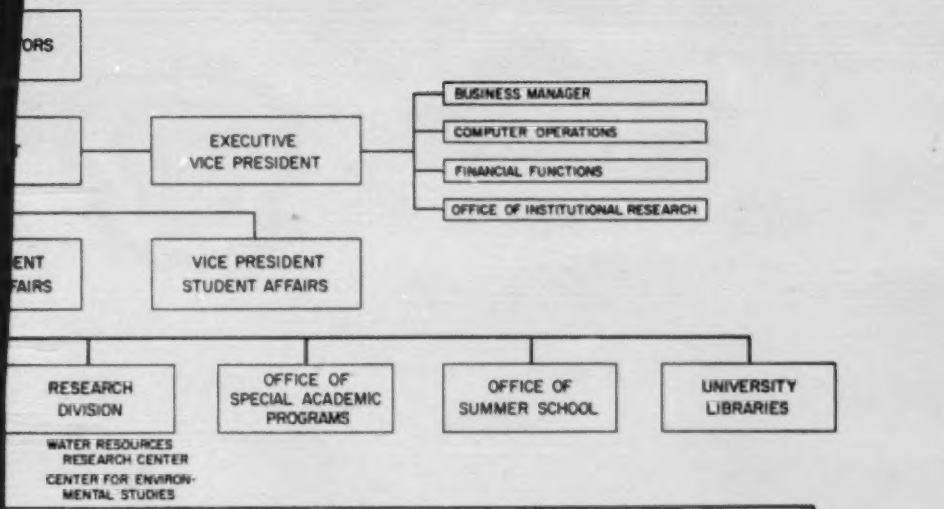


...USINESS

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COLLEGE OF EDUCATION

ADMINISTRATIVE AND EDUCATIONAL SERVICES
CURRICULUM AND INSTRUCTION
HEALTH, PHYSICAL EDUCATION AND RECREATION
VOCATIONAL AND TECHNICAL EDUCATION

COLLEGE OF ENGINEERING

AEROSPACE AND OCEAN ENGINEERING
AGRICULTURAL ENGINEERING
CERAMIC ENGINEERING
CHEMICAL ENGINEERING
CIVIL ENGINEERING
ELECTRICAL ENGINEERING
ENGINEERING FUNDAMENTALS
ENGINEERING SCIENCE AND MECHANICS
ENGINEERING TECHNOLOGY
INDUSTRIAL ENGINEERING AND OPERATIONS RESEARCH
MECHANICAL ENGINEERING
METALLURGICAL ENGINEERING
MINING ENGINEERING

COLLEGE OF HOME ECONOMICS

CLOTHING, TEXTILES AND RELATED ARTS
HUMAN NUTRITION AND FOODS
MANAGEMENT, HOUSING AND FAMILY DEVELOPMENT

Department of Physics. The Research Division also provides budgetary support for the two IBM 370/155 computers located at the Computing Center in Burruss Hall.

Consultation and advice are provided at no cost while specific requests for maintenance, modification, design, construction, repair, and calibration are provided for moderate fees. Requests for service should be made to the Director.

**Publication of Research**

Because of the importance to the development of the faculty member, of the department, and of the University, assistance is offered to enable the faculty to pursue high-level creative scholarship and research activities. In particular, assistance in compiling completed scholarly and research efforts is provided in a variety of ways. Each department head and college dean is available to determine how best to complete and publish such projects. With the approval of the Dean of the Research Division, up to 100 reprints may be purchased for University use with research funds. Instruction funds may not be used for this purpose.

**Graduate Research Assistants**

Faculty members who generate extramural grants or contracts may have the University employ graduate research assistants (GRA's) to assist with the research so sponsored. Criteria for appointment and for continuation of appointment of GRA's are the same as those listed earlier for GTA's.

GRA's, like GTA's, receive stipends based on the number of graduate credit hours they have passed rather than on the nature of the assistantship, and they receive the same stipends as GTA's. No supplementation of government agency and/or private donor (non-service type) scholarships, fellowships, or traineeships will be allowed during the tenure of the award, except by University-administered funds and under conditions described by an administrative policy dated June 10, 1970, which was distributed by the Dean of the Graduate School to deans, department heads, and graduate student advisors.

**Copyright and Patent Policies**

Copyrights on publications written by a faculty member may be obtained by him, and all royalties derived thterefrom are legally his unless the University has a proprietary interest in the copyright. The University's interest usually arises because its facilities were involved in preparing or printing the material or because the material was prepared as a part of the faculty member's assigned duties. Under a University Copyright Policy approved by the Board of Visitors on February 28, 1973, a University Committee on Copyrights hears disputed matters in this area. When desirable, a faculty member may discuss with the committee work he intends to do so that he may know in advance where his interest and the interests of the University might conflict.

A new patent policy was adopted January 19, 1972, by the Board of Visitors of the University. Copies may be obtained in the office of the Dean of the Research Division.

**Textbooks by Faculty Members**

Many books written by the faculty are used for departmental courses of instruction. To protect the faculty member from criticism, a request for usage is made to and approved by the Commission on Undergraduate Studies or the Commission on Graduate Studies and Research as appropriate.

## Extension Division Activities

The Extension Division encompasses the Donaldson Brown Center for Continuing Education, Cooperative Extension Service, State Technical Services, off-campus graduate programs, and continuing education programs on and off campus.

The mission of the Division is to extend the educational resources of the University to the people of the state. The programs of the Extension Division relate directly to the economy of the state and the needs of its citizens.

The faculty resources of the seven academic colleges provide the research and instructional knowledge to establish and maintain extension and continuing education programs. Specific program areas are described in an earlier section.

Many faculty members receive full compensation from the Extension Division, and others receive significant portions of their annual salaries from it. Other faculty members contribute efforts on a limited basis with benefits accruing to their departmental operating budgets.

Faculty who participate in off-campus activities on a non-salaried basis report these activities on their annual workload report forms. If travel is involved, the University attempts to provide the most convenient and rapid transportation available. (See prior section on Off-Campus Graduate Programs.)

## Fringe Benefits Programs

The following insurance plans are generally available to regular faculty members:

Group Life Insurance
Long-Term Disability Insurance
Hospitalization, Surgical and Major Medical Group Insurance
Accidental Death and Dismemberment Insurance

Participation in the group life insurance program is required of all eligible employees of the University. The amount of the insurance is determined by taking the faculty or staff member's annual salary raised to the nearest thousand dollars above and doubling this amount. Thus, if one's salary is $10,300, the amount of the insurance is $22,000. The maximum amount of this insurance is $60,000.

Long-term disability insurance is an optional program available to permanent, full-time faculty and staff members who have not reached their sixty-third birthday. The insurance may be bought in any amount up to benefits of two-thirds of the faculty or staff member's monthly salary.

Hospitalization insurance is an optional program available to all permanent, full-time faculty and staff members. It includes hospitalization and surgical insurance plans in addition to major medical insurance. The latter insurance covers most charges above those in the hospitalization and surgical insurance program. The coverage is for 80 percent of such charges above the first $100.

Accidental death and dismemberment insurance is an optional program available to permanent, full-time faculty and staff members. It is available in multiples of $5,000 in a range of benefits from $[illegible],000 to $150,000. The maximum amount may be increased up to $200,000 provided the amount does not exceed 10 times the faculty member's annual salary. (Annual salary does not include pay for summer teaching.)

A complete description of each of these various programs is provided to faculty members upon request to the Personnel Office of the University. Newly appointed faculty members must complete required insurance forms as soon as possible so that they may receive their regular pay check without delay.

To supplement basic Social Security coverage, the Virginia Supplemental Retirement System was established in 1952 for designated state employees. This coverage furnishes eligible employees a retirement benefit, an allowance for dependents, and benefits to survivors. Further information regarding the Retirement System is available from the Personnel Office.

Group life insurance and the retirement program are required of full-time, permanent faculty and staff except that those employed or re-employed after age 60 are not eligible for either program. The other programs are optional.

As required by law, University employees, including the faculty, are covered against on-the-job accidents. Employees make no contribution toward such protection, but are automatically covered as employees.

The Personnel Office is authorized to make payroll deductions for purchase of tax-sheltered annuities for those faculty members who so desire and who execute proper forms with that office.

The University endeavors to protect faculty members from possible damage or loss of personal property through fire or other damage to their work spaces. Only personal property essential to the faculty member's work is protected under the University insurance policy which provides fire, extended coverage, malicious mischief, and vandalism insurance coverage. Maximum benefits are assignable to any individual. Therefore, faculty members may wish to extend their own personal property insurance to cover personal effects used or located in their University offices or work space.

## Advanced Study

Full-time faculty and classified personnel are permitted to enroll at the University for a maximum of six credit hours of academic work per quarter, fifteen per academic year, or twenty-one per calendar year. To take courses for credit, the faculty member must receive approval of his department head and be admitted by the appropriate admissions office. Tuition and fee payments are not required of faculty members who register for regular or audit status in courses offered by the University if they are on full-time academic appointments when they enroll in the course.

If a permanent record is not desired, arrangements may be made between the faculty member and the department offering the desired course for an unofficial audit. Arrangements are not to conflict with the faculty member's regular obligations and duties or those of the department offering the course.

Faculty members of the rank of assistant professor and above are not allowed to obtain a degree at this institution.

Information regarding faculty leave for advanced study elsewhere is given in the next section.

## Leaves

University policy recognizes six types of leaves: educational leaves, study-research leaves, military leaves, civil leaves, annual leaves, and sick leaves.

### Educational Leave

The University has no formal sabbatical leave policy, but leaves of absence on part salary for educational purposes are available, usually for periods of one year or less. Application must be made at least 4 months before the requested beginning date and by December 1 for faculty members on academic year appointments who wish to begin their leave at the beginning of the next academic year. Leaves of absence for periods of more than one year may be granted if the purpose of the leave is clearly in the interest of the University and for the benefit of the faculty member, and if satisfactory arrangements can be made for maintaining the efficiency of University operations.

### Study-Research Leave

Study-research leave may be requested by a faculty member, for at least one quarter and no more than an academic or calendar year, where such study and research will benefit both the faculty member and the University. Special eligibility and procedural considerations are described in the minutes of the Commission on Faculty Affairs of April 28, 1970 (approved as amended by the University Council on August 19, 1970). Application must be made by December 1 of the year prior to that in which leave is desired. The faculty member who is granted a study-research leave is eligible to receive up to one-half of his monthly salary for each month of study-research leave granted. Under certain conditions the recipient of a study-research leave may receive

compensation from other organizations up to a total level of compensation equal to his full-time University compensation. The recipient of the study-research leave may obtain funds from external sources to cover expenses for travel, research assistance, secretarial help, and the purchase of specialized publications and equipment. During the period the faculty member is enjoined from accepting a teaching or extension position at another institution or with another agency. Engagement in consulting activities should be consonant with existing University policy. For faculty members on half pay, the University will continue its contributions to the health, insurance, and retirement programs of the applicant while on leave. Faculty members on less than half pay should see the Personnel Office regarding their status under each of these programs.

(Faculty members considering Study-Research Leave should read the entire policy statement on this subject in the University Council Minutes of August 19, 1970.)

**Military Leave**

Military leave for active duty training for reservists is permitted when it can be arranged so that it does not impair the academic program involved. Military leave is limited to a maximum of 15 consecutive calendar days in a calendar year and is available only to those personnel holding permanent, salaried appointment status. Such leave is not charged against annual leave.

**Civil Leave**

A faculty member may be granted leave with full pay for any absence necessary for serving on a jury, attending court as a witness under subpoena, or voting in an election. If any employee is compensated for civil duties, such as jury or witness fees, he is paid only the difference between such compensation and his regular salary for the period of absence unless the absence is charged to earned annual leave. In practice, the faculty member is retained on the regular payroll at his annual salary. If he should be compensated for his civil duties, he simply endorses the payment to the Treasurer of the University and submits the remittance through the University Personnel Office.

**Annual Leave**

Faculty members on academic-year appointments accumulate no annual leave credit, but they are usually free of formal duties during periods in which the University is not in session. Faculty members on 12-month appointments earn 2 days of annual leave credit per month and may carry forward a maximum of 36 days of accrued annual leave at the beginning of each calendar year. Five holidays are observed by the University: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

**Sick Leave**

Sick leave is accumulated by all faculty members at the rate of 15 days per calendar year, and there is no maximum accrual limitation for such leave.

It may be used when illness incapacitates the faculty member or when serious illness or death of a member of his immediate family causes his absence from assigned duties. The immediate family is defined as spouse, children, parents, brothers or sisters, and any other relative sharing the faculty member's household.

Pregnancy, miscarriage, abortion, childbirth, and recovery therefrom are treated as is any other temporary medical disability. A faculty member who intends to return to work following termination of any such disability must submit to her department head or other supervisor, at least 30 days prior to cessation of work, a statement from her physician certifying the estimated date of delivery and the fact that she must cease work because of this medical disability. Only the period of absence prior to and following delivery which is certified as medically disabling by a physician can be charged to sick leave. Any additional period of absence which the faculty member elects to take must be charged to annual leave accumulations, if any, or to leave without pay.

For both annual and sick leave, leave time must have been earned before it is used, since leave cannot be granted in anticipation that it will be earned in the future. If an absence is not covered by earned annual or sick leave or by authorized military or civil leave, then a payroll salary adjustment is made to compensate for the absence.

## Consulting Activities, Outside Employment, and Use of University Facilities

Faculty members are often called upon to assist outside agencies and individuals in connection with matters within their area of professional competence during periods in which they are employed by the University. Consulting arrangements may be entered into by a faculty member, provided that:

1) such advice is not part of his normal responsibility to the University and is not normally provided through the University's Extension Division or other component of the University;
2) the work undertaken falls within his area of professional competence;
3) the work can be accomplished without interference with his assigned duties and does not ordinarily involve more than one day per week nor more than four days per month of his time;
4) the work is not with another Virginia state agency or with a governmental subdivision of the state;
5) no University resources are involved;
6) written approval in advance is obtained from the Executive Vice President.

The University recognizes that consulting work enhances the professional development of the faculty member and provides channels for communication and public service not otherwise available. Hence, reasonable participation in

consulting is encouraged. In general, consulting work should involve advisory services based on a faculty member's store of knowledge and experience. As a consultant, he should not undertake programs of research, development, testing, or evaluation if they interfere with the performance of his duties or conflict with University interests.

Paid consulting by faculty members is not permitted for work done for a group within the University. For example, if a faculty member advises the principal investigator on a grant, he may not be paid for his services. Such consulting is considered part of his normal duties. In addition, permission for consulting which would lead to partisan testimony in an adversary proceeding should not be requested.

Faculty members may testify as experts in legal suits whether under subpoena or not.

When a faculty member is not under subpoena, the following conditions are to apply:

1) No fee is involved.
2) Faculty employed on a 9-month basis must secure approval from their department and college and make arrangements for accomplishment of duties.
3) Faculty employed on a 12-month basis must use annual leave time, with approval secured following normal procedures.
4) A disclaimer is given in court indicating that the faculty member is speaking as a private citizen and is on his own time, either in the form of annual leave or in the form of personal leave as a result of rescheduled duties.

When a faculty member is under subpoena, the University civil leave policies apply.

Cooperative Extension employees should also refer to the Extension Division *Administrative Handbook* for specific policies covering faculty having federal appointments.

Faculty members are subject to the Virginia Conflict of Interests Act, which prohibits self-dealing and other forms of conflict of interest. Questions about these matters may be directed to the Legal Counsel for the University.

Faculty members are not allowed to use University resources for private gain. This includes the parallel use of University facilities associated with consulting activities, i. e., when a faculty member is engaged in authorized consulting activities, his consulting employer may not enter into an agreement to use University resources for any purpose related to the consulting activities.

This policy protects thet faculty member and the University from possible criticism that public facilities might be used for private gain or for unfair competition, however unintended, with Virginia firms, businesses, or agencies

which provide comparable services. Actions contrary to this policy may constitute violation of the Virginia Conflict of Interests Act.

When, because of the unavailability of specialized resources in the larger region, it is necessary for a consulting employer to enter into an agreement to use University facilities, the faculty member's time is included as part of the facility use agreement. The faculty member then carries out duties attendant on the agreement as part of his assigned University duties, and he may not receive separate personal compensation for performing his duties under the facility use agreement. The terms of the agreement, including charges for personnel services and facility use, are initiated by the University official responsible for supervision of the facility. The department head and division director/dean(s) review the document and forward it with their recommendation to the Vice President for Administration for final approval. The Vice President for Administration is charged with determining the conditions for use of University facilities by non-University entities. Where a standard charge has been established for the services involved, this may be handled by a simple purchase requisition.

Because library facilities are made available to the public, their use in consulting is not regarded as being in contravention of this policy.

Faculty members intending to do consulting work should read *Use of University Facilities.*

In any faculty consulting arrangement, it is understood that the name of the University will be used neither in connection with any product or service developed as a result of such consulting nor in any connection arising out of the arrangement.

Regulation of faculty consulting so that a reasonable level is maintained and normal duties not neglected is a responsibility of the department heads and other relevant administrative officers of the University. To protect the faculty member from possible criticism regarding conflicts of interest, a request for approval of consulting arrangements, including a description of the nature of the work to be undertaken, must be approved by the respective department head and the dean, the Vice President for Academic Affairs, and the Executive Vice President. Each faculty member engaged in any paid consulting should file a report with his department head at the end of each calendar year indicating the amount of normal working time allocated to consulting and the firms which employed him. These reports should be forwarded through the dean to the Vice President for Academic Affairs.

Summer arrangements need not be approved in the case of faculty members holding 9-month appointments unless the faculty member is employed by the University during the consulting period. When the faculty member is employed in the summer months, approval must be obtained for the consulting through the normal channels.

Consulting fees are the prerogative of the faculty member. Income received

for consulting work is not considered when faculty members are evaluated for annual merit salary increases. Compensation rates, however, should not subject professional people outside the University to unfair competition.

Full-time faculty members are not permitted to accept regular outside employment except that described under consulting policies.

## Political Activities

Candidacy for political office, service on county and state commissions, and active participation in political campaigns are recognized as individual freedoms of each faculty member. The only restriction placed upon such activities is that they must not interfere with academic work, which is the primary responsibility of the faculty member.

The faculty member must take care to assure that his position at the University is kept separate from his political activities; it must be clear that, politically, he acts as an individual not as a representative of the University.

The University also encourages interest in civic affairs. Such activities as membership in PTA and civic clubs are recognized as important contributions to the community.

Neither political nor community activities are considered in the annual merit evaluation of a faculty member. If income is obtained for such activities, approval must be obtained under consulting polices.

## Solicitation of the Faculty

No solicitation of the faculty is permitted without the express approval of the University Council. This approval is given sparingly.

## Resignation, Retirement, and Non-Reappointment

### Resignation

In keeping with AAUP principles, notices of resignation should be given as far in advance as possible. Ordinarily, 3 months will be considered the minimum. Teaching faculty members are expected to complete the entire academic year before leaving.

### Retirement

Under state policy, a faculty member, after 30 years of full-time service to the state, may retire at age 60 with full retirement benefits. A faculty member without 30 years of service is eligible for early retirement with reduced benefits at age 60.

Under a policy adopted by the Board of Visitors on February 28, 1973, a faculty member is expected to retire at the end of the academic year in which he attains his 65th birthday. Faculty members who have passed their 61st birthday but who have not yet reached their 65th birthday on the date of this policy are invited to continue in their regular status for 5 additional years from that date but no longer than the day preceding their 70th birthday. Faculty members who have reached or passed their 65th birthday but not tehir 70ht birthday on the date of this policy are invited to continue in

their regular status until the end of the quarter preceding their 70th birthday.

In exceptional cases, when a faculty member reaches the retirement age and when his professional services to the University are difficult to replace at that time, he may be invited to accept a one-year extension of his appointment. Such reappointment will be made in the same manner as any other faculty appointment in his administrative unit. Reappointments of this sort may be repeated but may not extend beyond the faculty member's 70th birthday. Fringe benefits, for which faculty members past their 65th birthday are eligible, will be continued.

Retirement income is calculated on the basis of: 1) number of years of full-time service to the state; 2) multiplied by the average annual compensation for the highest consecutive 3 years of accredited service; 3) times the percentage factor in effect at the time the employee retires. Detailed information on the retirement plan is available from the Personnel Office upon request. The General Assembly considers the amount of the retirement benefit in the light of inflation (or deflation) and may adjust the amount of these benefits. This is done every second year.

Re-employment of any retired person requires approval of the governor's office. Department heads, deans, and other administrative officers ordinarily relinquish their titles and duties at age 65.

**Non-Reappointment and Involuntary Termination**

The academic performance of faculty members is subject to annual review by their department heads and appropriate deans. Faculty members on temporary or probationary appointments whose appointments will not be renewed are given advance notice in writing as early as possible but within the following time limits:

First year of employment—3 months before end of employment year
Second year of employment—6 months before end of employment year
Subsequent years of probation—12 months before end of employment year

Faculty members on tenured status have their employment status protected within AAUP guidelines. If it becomes necessary to terminate the appointment of a tenured faculty member, advance written notice will be given at least 12 months before the end of the employment year, with reasons stated.

Advance notice of involuntary termination of appointment will be waived only if serious personal indiscreet behavior or malfeasance of professional duties is established. Faculty members may be suspended with full pay in such cases, pending investigation of charges. The Committee on Reconciliation of the Faculty Senate, as well as the department head and dean, is available for consultation by faculty members who may feel aggrieved by notice of involuntary termination.

These policies apply to all full-time instructional, research, extension, and library personnel with the rank of instructor or above at any University installation.

This University subscribes to the "AAUP Statement on Procedural Standards in Faculty Dismissal Proceedings" which appears in the *AAUP Bulletin*, Spring 1964, pp. 70-71.

## Grievances

The University is guided by the 1973 *AAUP Policy Documents and Reports* under the section "Recommended Institutional Regulations on Academic Freedom and Tenure" where grievances are involved. The modification of the AAUP statement is:

> If any faculty member feels that he has cause for grievance in a matter associated with the University—such as salaries, assignment of teaching duties, assignment of space or other facilities, propriety of conduct, or dismissal—he may petition the Committee on Reconciliation of the Faculty Senate. Alleged discriminatory practices may also be considered by the Committee if the faculty member wishes. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent to his case. The Committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Committee may seek directly to bring about a settlement of the issue satisfactory to the parties, informing parties to the issue accordingly.
>
> If in the opinion of the Committee such a settlement is not possible or is not appropriate, the Committee will report its findings and recommendations to the petitioner and to the Dean or Director of the academic unit to which the aggrieved faculty member is assigned. In such instances, the petitioner will, at his request, be provided an opportunity to present his case to the Dean or Director and an *ad hoc* College or unit committee, which will consist of no fewer than three members of the faculty who have tenure, and who are elected at large. No departmnt chairman or administrative officer shall serve on this Committee. The Dean of the College or Director of the unit will be responsible for requesting the faculty body of that College or unit to elect faculty members to serve as the *ad hoc* Committee, which serves as a committee of record. Normally, the Committee reports to the Dean or Director.

If, after a hearing in the College, a settlement still cannot be reached, the petitioner may present his views to the Vice President for Academic Affairs and, if warranted, to the President of the University. In all such matters, the President is the final arbiter of internal grievances.

A special grievance procedure for employee complaints of discriminatory practices will be found in the VPI&SU Administrative Handbook.

# FACILITIES AND OTHER SERVICES AVAILABLE TO FACULTY

## Academic

### Utilization and Planning of Academic Facilities

University buildings and grounds are intended specifically for University business, education, and recreation. University property may be used personally by faculty, administration, and students to carry out these ends. Group meetings must be sponsored by an official or approved University organization. Rooms and outdoor spaces may be reserved for special functions such as lectures, social meetings, and recreational activities through approval of the college deans or the appropriate administrators of the facilities.

University facilities may not be used for professional consulting activities. This includes special service facilities, such as computers and laboratory equipment. In general, the Vice President for Administration is responsible for implementing policies and procedures about University facilities, including academic buildings. He delegates general responsibility for utilization of academic facilities to the deans of the colleges, with the understanding that the Registrar schedules classrooms in accordance with procedures outlined in a preceding section. (See Scheduling Classes). The appropriate dean's permission is obtained for nonscheduled classroom functions, posting of announcements and bulletins on nondepartment bulletin boards or other places, and for similar nonacademic usage. Some deans appoint faculty committees to make recommendations on these matters. In some instances, the dean may refer recommendations to the Vice President for Administration.

Planning a new academic building involves formal subcommittees representing the departments which will be housed in the new facility. These subcommittees are charged with developing programs for their respective segments of the building. A subcommittee of the Building Committee coordinates these proposals and presents them to the University Building Committee for approval and for submission to the Vice President for Administration. The departmental subcommittees are consulted at each major step in both the planning and construction.

### University Libraries

The University libraries consist of Carol M. Newman Library and two branch libraries, Architecture in Cowgill Hall and Geology in Derring Hall. In 1973 there were approximately 750,000 volumes in the libraries. The Carol M. Newman Library has seating facilities for 900. It is organized as a subject-divisional library arranged into Humanities, Science, and Social Science divisions. Each subject division contains the books, periodicals, pamphlets, newspapers, and bibliographical materials in the subjects covered by the division. The University's collection of rare books and the University Archives are located in the Special Collections Room on the first floor.

A faculty library committee, with representatives from all colleges, advises the Director of University Libraries on general library matters as they affect the faculty. It presents an annual report to the University Council.

**University Computing Center**

The campus Computing Center is built around a dual processor IBM System 370/155 operated under the Attached Support Processor (ASP).

Currently both processors have 1.5 megabytes of memory. The system encompasses two high-speed printers, two card readers, a card punch, two drum plotters, and 1.2 billion bytes of on-line disk storage. Five high-speed tape drives and 100 million bytes of setup disk storage are also available. The system currently supports about 30 slow-speed, dial-up typewriter terminals and 12 CRT terminals in addition to 4 medium-speed, remote batch terminals. There is a substantial amount of unit record equipment located in the Center and in convenient campus locations.

The Center operates on a closed-shop basis with the exception of data entry, some sorting, reproducing, and interpreting. Computers and most unit record equipment are operated by professional personnel for efficiency. Consulting services are available to all users in any phase of data processing.

Policies for the Center are recommended by the University Computer Committee, with faculty representation from most academic colleges. Faculty and students have convenient access to the computing equipment for all aspects of teaching, research, and extension programs requiring use of the facilities. Information about procedures for obtaining such access is available through the faculty member's department head or dean's office.

**Donaldson Brown Center for Continuing Education**

The Donaldson Brown Center for Continuing Education, opened in 1968, is the University's residential center for continuing education. This is the only facility of its kind serving citizens of the Commonwealth. Institutes, workshops, seminars, and conferences are planned to meet the needs of a particular adult audience. Educational programs are designed to update knowledge or to provide assistance in solving problems faced by citizens who have a need to continue their education. The University faculty serves as the knowledge base, and noncredit conferences are conducted principally by University faculty members. Professional program development by the extension faculty of the Center serves to plan and manage each activity. Conference space, room space, food service, and overnight housing accommodations are provided in one facility. The total needs of the adult learner are coordinated, planned, and met in the Center.

Seven conference rooms, each with a maximum seating capacity of 60, can be arranged, equipped, and adapted in several formats to program needs. For larger groups, the auditorium seats 622 and was designed with a movable

partition which permits division of the auditorium so that simultaneous sessions can be held for as many as 310 participants each.

The Center also serves the University community in many public service events, as well as various University-related activities. Space for University activities are provided to faculty and staff members other than for student teaching purposes when not in use for conferences. This is on a space-available basis.

Faculty of the various colleges are encouraged to visit and discuss their ideas for noncredit courses with the extension representative in their college or with the professional programmers of the Center.

There are 133 guest rooms, attractively decorated and comfortably furnished for overnight accommodations. Most have twin beds and each is air conditioned, has a private bath, color television, and telephone service. They may be reserved by faculty for official visitors to the University and on private payment as well as University-account basis. Resident members of the faculty, staff, and student body are not eligible to stay in guest rooms at the Center. Adults and their immediate families coming to the campus for University programs, functions, and business may make reservations at the Center.

**The University Bookstore**

The main bookstore, now in Owens Hall, will shortly be in its own building; a branch store, offering fewer services, is located in Shultz Hall. In addition to ordering and selling textbooks and other instructional supplies (see prior section on Preparation of Textbook Lists and Other Instructional Materials), the bookstores maintain an inventory of other items commonly found in such stores.

On proper identification, faculty members of the rank of instructor and above and staff members holding a permanent appointment are given a small discount on purchases. Acceptable identification is the faculty-staff identification card issued by the University Personnel Office.

**Learning Resources Center**

The Learning Resources Center was approved by the Board of Visitors in February 1971, and its formal operations began in July of that year. The Director is responsible for assessing the instructional activities throughout the University and for receiving and making recommendations about how to improve them through the use of a wide variety of technological capabilities. He supervises and coordinates the production of instructional materials including graphics, slides, transparencies, and television programs. The Center also operates a film library, film rental service, and an equipment-loan service and provides consultation regarding independent study materials and utilization of media technology in instructional activities.

## Recreational and Cultural

### The University Club

The University Club is a private organization open to University graduates with a facility available for faculty recreational activities. The organization sponsors dances, picnics, card parties, and similar activities and makes the club rooms at the facility available to faculty groups who wish to reserve space for such events. A small fee is charged if a user is not a club member.

A portion of the University Club has been converted into a private club for use by the faculty, graduate students, and townspeople.

The club also serves as a residence facility for single male faculty and graduate students.

### Dining Facilities

The Donaldson Brown Continuing Education Center has both a dining room and a coffee shop. The dining facility seats approximately 400 people and can be subdivided into five smaller dining areas of various sizes. Menus for group meals are available. Beer and wine are served in the dining room.

The University Department of Food Service operates three cafeteria-style dining facilities, in Owens, Shultz, and Dietrick halls. These facilities are operated primarily to serve campus-housed resident students on the total room-and-board contract basis, which applies to all campus-housed students. Faculty, guests of students, prospective students, and their families can be accommodated on a cash-per-meal basis. Serving hours are arranged to accommodate normal class scheduling. Snack bars are open daily to the public in each of the dining halls. Beer is served in the snack bars in the late afternoon and evening.

The Squires Student Center offers a public cafeteria, serving beer and wine after 4 p.m., and complete catering facilities for banquets, buffets, parties, socials, and receptions serving up to 1,200 guests. In addition, a full-service bakery is available for baking and decorating birthday cakes, special occasion cakes, and wedding cakes to order. The Squires Snack Bar serves breakfast until 10 a.m., short order items throughout the day and evening, and draft and bottled beer until 11:45 p.m. During the regular session the Snack Bar remains open until 12 p.m. Sunday—Thursday and until 1 a.m. Friday and Saturday.

### Housing Accommodations

Overnight hotel accommodations are available to guests of the University in the Continuing Education Center. University residence halls are available for large groups of participants in summer institutes and workshops when such groups have been approved by the Director of Auxiliary Enterprises.

### Religious Foundations

The major Christian religions are represented in Blacksburg by 31 churches. In addition, there are other religious groups and lay-evangelical fellowships.

A number of the denominations have separate buildings with attractive auditoriums or meeting rooms, game rooms, and dining facilities. All of them welcome faculty visits, and most permit use of facilities on a reservation-fee basis.

A chapel, located on campus at the War Memorial, is available for religious services and rites (weddings and funerals). The chapel is non-denominational and was provided by the alumni. It is also open for individual use by faculty and students alike for prayer and meditation. Additional information may be obtained from the Counselor for Religious Affairs.

**Athletics and Intramurals**

*Athletic Association*

The Virginia Tech Athletic Association carries out the intercollegiate athletic programs of the University. For financial reasons, it is organized and operated as a corporation separate from the University, although it is responsible to the President and the Board of Visitors. The Athletic Association is managed by a Board of Directors composed of 11 voting members and 2 ex officio members. The Board includes the President; the faculty Chairman of Athletics, and five other members of the faculty, all six of whom are appointed by the President; a member of the Alumni Association, elected by the Board of Directors from two nominees submitted by the Alumni Association; and three members of the student body who hold membership by virtue of their election to positions as President of the Student Government Association, Colonel of the Corps of Cadets, and President of the Residence Hall Federation. The two ex officio members without voting power are the Athletic Director and the Business Manager of the Virginia Tech Athletic Association.

The Athletic Association receives no support from state or University funds but is financed by admission receipts from games and other athletic events. An athletic student aid program is financed by funds raised from donations.

*Varsity Sports Events*

The University's athletic teams have received national recognition. Representative teams compete frequently in major post-season bowls and tournaments. Football contests are held in Lane Stadium, which has 35,000 permanent and 7,500 end-zone seats. Basketball games are played in the Coliseum, which holds 10,000 spectators. The varsity baseball field is immediately adjacent to the Coliseum.

Reduced-price season tickets for the athletic contests are available for faculty and their families through the Athletic Association.

Non-varsity organized sports teams perform regularly on various campus playing fields or in gymnasia in lacrosse, rugby, and gymnastics.

*Facilities for Faculty Use*

The beautiful University golf course is open to faculty and guests daily. Greens fees are modest. A complete pro shop is available.

Two sets of tennis courts (28 in all) are open to faculty and guests at no cost. Basketball, volleyball, swimming, and weight lifting are enjoyed daily by large numbers of faculty who have facilities reserved in the Memorial Gymnasium (now being completely renovated and enlarged) during the noon hour. Faculty family swim periods will be scheduled when the new swimming pool becomes available. Open bowling is scheduled daily at the alleys in Squires Student Center on a fee basis.

The addition of the Rector Fieldhouse gives the University one of the most complete athletic plants in the country. This fieldhouse is 170 by 360 feet. It is utilized by the Health and Physical Education Department in the morning, athletic squads in the afternoon, and intramural teams in the evenings. Between these sessions and on weekends, the building is available for free play by faculty and students.

*Faculty Intramurals*

The University has a well-organized intramural program for both students and faculty. Touch football, basketball, volleyball, softball, bowling, and other team and individual sports are played throughout the appropriate seasons. Many departments sponsor both student and faculty teams in several sports, but "pick-up" student and faculty teams are common. All faculty members are invited to join appropriate intramural teams. Information is available at the Intramurals Office.

**Fine Arts**

Involvement in the fine arts, either as spectator or participant, is available in five major areas: Theater, Music, Art, Cinema, and Fine Arts for Children.

*Theater*

The Concert-Theatre Committee of the Virginia Tech Union, a student-faculty committee, presents an annual series of cultural entertainment for students, faculty and staff of the University, and for the local community. The series features three divisions: the Chamber Music Series, the Concert Series, and the Broadway Series. Chamber programs include brass, woodwind, and string quartets and quintets, as well as well-known solo artists. The Concert Series features symphonies, ballets, pianists, and other musical and dance programs. Recent series have included the National Ballet of Washington, the Atlanta and Cincinnati symphonies, the Norman Luboff Choir, and the Siberian Dancers of Omsk. The Broadway Series rounds out the program with national touring companies of leading Broadway productions. Such

plays as "Promises, Promises," "Applause," "Company," and "Sleuth" have appeared in the Series.

Season subscription sales are conducted each August and early September for faculty, staff, and local community. Order forms may be obtained from the series brochure or from Squires Ticket Office during that time period.

Theater Arts—University Theater, the production wing of the Theater Arts academic program, annually presents a bill of six productions — three major and three studio. Recent productions have ranged from Sophocles to Shakespeare, from Moliere to Beckett, from Duerrenmatt to original plays. Also, touring companies of high quality are presented on campus by the Student Union.

Theater is also available at the famous Barter Theater, Abingdon, Virginia; at the Barn Dinner Theater in Roanoke; in the summer at Roanoke's Mill Mountain Playhouse; the Roanoke Shakespeare Festival; and at such neighboring colleges as Roanoke, Radford, and Hollins.

*Music*

Instrumental and vocal music are sponsored by the Music Program and the Choral Music organizations. The New River Valley Symphony Orchestra, the University Concert Band, various chamber music groups, and the University Jazz Ensemble utilize students, faculty, staff, and members of the community.

The University Choir is open to faculty and townspeople as well as students. There are a number of student choral groups who sing for events on campus and take part in a variety of programs throughout the southeastern United States.

The Student Union and the Blacksburg Music Club bring a series of major and minor instrumental and vocal attractions to the campus.

*Art*

The University Art Gallery, Squires Student Center Gallery, and Wesley Foundation Gallery all mount excellent exhibitions during the academic year. The Blacksburg Regional Art Association schedules art lectures and brings the touring shows of the Virginia Museum to the Blacksburg area. Regional shows and competitions are held in many surrounding localities.

*Cinema*

Fine art films, as well as recent popular films, are sponsored in series by the Student Union (non-membership), and special films are shown by various departments and organizations on campus.

*Fine Arts for Children*

A variety of programs, workshops, and productions in the fields of art and theater are presented for and by children of all ages under the sponsorship of the Montgomery Association of Children's Creative Arts.

More specific information for any of these art forms may be obtained by calling the Department of Performing Arts and Communications.

## Other Services

### University Development Office

The University Development Office has the responsibility of coordinating activities related to raising non-public funds and increasing resources needed for the Unievrsity's continued progress. It seeks financial support from alumni, parents, faculty, students and other friends of the University, as well as from foundations, businesses, and corporations. The alumni, parents, and deferred-giving programs are among the continuing activities. Special gifts, including corporate and foundation support, are sought in meeting specific needs.

The Development Office works with the faculty, staff, and administration in seeking gifts of securities, cash, art, library and other collections, equipment, real estate, and other forms of property. It maintains information useful in educational fund-raising, including corporate and foundation lists. It also provides information useful to persons making bequests and establishing trusts for the benefit of the University.

Faculty members are encouraged to bring to the attention of the Director potential sources of private support, to discuss with him needs which the Development Office may serve, and to consult with the Director prior to seeking support so that embarrassing conflicts can be avoided and the total University effort can be coordinated.

### Alumni Association

The Alumni Association is organized as an independent nonprofit corporation with its own board of directors. The Director of Alumni Affairs is responsible for administering its program. The Association strives to develop a program of service for the University and keeps the alumni aware of the developments, trends, and goals of the University. In cooperation with the Alumni Association, the University publishes the *Techgram* for the alumni.

The Alumni Association office, located on the third floor of Burruss Hall, maintains up-to-date alumni records. Lists are furnished to local alumni clubs to help them involve as many alumni as possible in the various activities sponsored by the Association.

The Faculty Advisory Committee and the Student Advisory Committee help to provide communication lines between the two groups and the alumni office. A representative from each college serves on the faculty committee. The Alumni Association sponsors the W. E. Wine Awards to recognize excellence

in teaching. Each year a faculty committee selects the three recipients from those nominated by students, faculty, and alumni.

In 1972, the Centennial Year, the Alumni Association established the Alumni Distinguished Professorship and Presidential Scholarship programs. The Association is raising $600,000 from alumni to endow five professorships and twenty merit scholarships as a permanent centennial memorial.

**Publications, Printing, and Information Services**

The Division of Information Services is a campus-wide service group, responsible both for the internal and external dissemination of University information. Division administrative offices, news services, and publications offices are located in Burruss Hall, the Media Building, the film production building, and the printing plant.

Major service units include:

1) News Services, for the preparation and distribution of news, feature material, technical information for mass media dissemination, research and science articles and features, and other material. News Services also publishes *The Techgram, Extension News, On Campus, The Daily Bulletin, Weekly Calendar,* and other news-related publications.
2) Publications Services, to facilitate publication of University, Research, and Extension publications. University bulletins, catalogs, college and departmental flyers, and student recruitment materials normally are originated by or published with the assistance of the publications editors. Editing, consultation, preparation for printing, and other services are available for Extension and Research publications, as well as University publications. Art and photographic services also are available. *Context,* the University magazine, is published by the publications services group.
3) Radio-TV-Film Services, for the development and production of radio and television materials for distribution to commercial and educational stations, and for the production of special purpose films. A wide variety of radio and television programs are prepared and regularly distributed throughout the state and region. Special-purpose instructional films are produced in cooperation with the Learning Resources Center.
4) Printing and Distribution Services, for intake of materials for offset and letterpress printing in the campus printing plant or by state contract printing. Campus and selected off-campus distribution service also is provided, including addressing of University bulletins and other publications. A high-speed automated addressing and mailing service, utilizing computer-printed addresses, is available. Quick copy service for duplicating is also available.

The art, design, and photographic services provided by the Division of Information Services are designed primarily as support services for publications

and informational purposes. Such services supportive of the University's research and instructional programs are maintained by the Learning Resources Center.

**Mail Services**

There is a pickup and delivery mail service in departmental offices each morning and afternoon Monday through Friday. Late afternoon mail can be placed in designated mailing containers in or near major academic buildings. Official mail requiring postage is handled by departmental secretaries so that appropriate charges can be made by the campus post office, which is located on the upper quadrangle, opposite the campus security building.

Inter-office campus mailing envelopes are provided each department and should be used whenever feasible.

Faculty may not use official University stationery or postage privileges for personal correspondence. To reduce demands made on the campus postal personnel, personal mail should be directed to the faculty member's home rather than to the University.

**Safety and Security**

Campus security is the direct responsibility of the Director of Security. The campus is protected by a force of full-time security personnel. Officers operate on foot and in several unmarked police cars, providing traffic direction during high-density traffic hours as well as the usual preventive and protective security services.

In 1970 the Board of Visitors approved a statement about picketing and demonstrations. Copies of this statement are available from the Office of the Vice President for Student Affairs and should be read by every faculty member. All students receive copies of this document.

*Campus Parking and Traffic Regulations*

Traffic rules and regulations are recommended by the Traffic Committee, a University-wide committee, and are approved by the University Council and the President and administered by the Security Division. Regulations are published annually and supplied to each faculty and staff member when he or she registers an automobile. All faculty members should be conversant with these regulations.

Of particular importance is the requirement to register each private vehicle and bicycle driven by faculty members and students on campus by the date specified for such registration. Decals, supplied without charge at present, must be displayed. Students must park in specially designated areas during the working day, but faculty may park in any available authorized parking area on campus. However, if a relative of the faculty member is a student who will be using the faculty car, the faculty member will be issued a special decal permitting parking only in a certain area close to his place of employment.

A campus speed limit of 25 mph is strictly enforced. The University assumes no responsibility for the care and protection of vehicles while on University property. Penalties for traffic violations are listed in the *Parking and Traffic Regulations* brochure.

**Domestic and Foreign Travel**

Faculty members are encouraged to attend relevant professional and educational meetings when such attendance is beneficial to their professional development and responsibilities and does not conflict with their assigned duties. Departmental operating funds allocated annually include funds for such purposes. Requests by a faculty member to attend professional meetings, regardless of source of funding, should be submitted in writing to his department head as early in the academic year as possible. Allocation of departmental funds is the responsibility of the department head.

Travel on official business for the University may be fully reimbursable. Reimbursement for approved travel is subject to regulations which apply to both University staff and all guests of the University. These regulations are available in each department office and should be read carefully by each faculty member who intends to travel to insure that he will be reimbursed.

Advance approval from the Vice President for Academic Affairs and the Business Manager is required for foreign travel. State-appropriated tax funds and research overhead funds may not be used for international travel.

**University Aircraft**

The University maintains an airport adjoining the campus with hangar space available for rental to private plane owners. In addition to several aircraft used for AFROTC instructional purposes, the University owns an executive five-seat aircraft which is available to faculty who wish to reserve its use for University travel. Ordinarily, it is cheaper to use the University plane only if three or more faculty members are traveling to the same destination since flight-hour charges must be made to departmental operating expense accounts. Faculty members using University aircraft are protected by a special insurance policy.

**University Vehicles**

A motor pool is operated by the University for the purpose of furnishing clean, safe, well-maintained automobiles and station wagons for the use of faculty and staff for official business. A manual is available in department offices which provides complete information on the procedure for obtaining use of the vehicles.

A large fleet of trucks is owned by the University. Available for official business only, they must be scheduled through the departments or offices to which the vehicles are allocated. Trucks are serviced and maintained by the agencies to which they are assigned.

## STUDENT LIFE

### Basic Policies for Student Life

Faculty members should be familiar with the booklet *University Policies for Student Life* and, particularly, Article I of that publication. The booklet provides the basic statement of the University's policy concerning student life. The VPI&SU *Student Handbook* is another publication for students. It is similar in purpose to the *Faculty Handbook*. Both student publications are available to faculty through the Office of Student Affairs.

### The Honor System

The conduct of students is governed by an Honor Code which has been in existence for many years. In 1972-73 it was extensively revised in keeping with the requirements of a much larger and more complex University. The faculty and student body have reaffirmed their endorsement of the revised Honor System for it has proven an effective means of dealing with the ethical problems of students.

Violations of the code include all aspects of academic dishonesty. Alleged violations are investigated by individual college boards, composed of faculty and students. When appropriate, cases are tried by a college student-faculty judicial panel; and recommendations for sanction, if any, are made to a University student-faculty review board. The review board attempts to assure that justice has been sure, swift, and uniform. It then forwards its recommendation to the Executive Vice President for his action on behalf of the University. Sanctions include loss of credit for a particular course and probation, suspension, or dismissal.

Faculty members are encouraged to support the Honor System and are expected to abide by procedures for its effective implementation. In practice, this means reporting violations in writing to the Chief Justice of the Honor System. Faculty members should not unilaterally adjust grades in a course to compensate for suspected dishonesty. Furthermore, faculty are not required to proctor quizzes, tests, and examinations.

### Student Governance

Student governance is carried out by the Student Government Association, composed of all undergraduate students. The executive activity is handled by an Executive Committee, which establishes policy and is responsible for the over-all functioning of the Association. The legislative function is provided by the Student Senate. (The Senate meets in open session once a week during the academic year.)

The *Student Handbook* describes the system of student governance and provides other useful information about student activities.

## Corps of Cadets

Prior to 1964, all male students were required to enroll in the Corps of Cadets, unless specifically exempted because of health or special administrative action. The military sytsem has left a proud heritage at the University, and alumni who graduated prior to 1964 have fond memories of their "rat" and upper-class days here. In 1964, the Board of Visitors approved a recommendation to change to a voluntary military system. The Corps of Cadets and the Reserve Officer Training (ROTC) programs (sponsored by the Army and Air Force, respectively) constitute the current military system at this University.

Membership in the Corps of Cadets is required for participation in the ROTC Program. The Corps is under the direction of a commandant, normally a retired senior officer of the armed forces. A student commander of the Corps and his staff are responsible for the implementation of policies. Members of the Corps wear the cadet uniform and live in a 24-hour per day military environment. Any student participating in the Corps is required to remain in cadet status during the entire academic year. Students wishing to withdraw from the Corps during the year must resign from the University and may not be readmitted during the remainder of the academic year. However, a board has been authorized to review a cadet's progress and, where warranted, will recommend transfer to the civilian body. The Corps sponsors military and social activities throughout the year to which the University community is invited.

### ROTC Programs

Reserve Officer Training Programs are conducted by officers of the Army and Air Force under University supervision. The ROTC programs consist of a general curriculum which is divided into basic and advanced courses. Students who satisfactorily complete the basic course (freshmen and sophomore years) may apply for a contract to enroll in the advanced course. Students in the advanced course are required to attend a summer training program before receiving a commission. ROTC graduates are appointed as officers in either the regular or reserve components of the armed forces. Those selected as "Distinguished Military Graduates" are eligible for regular commissions on the same basis as graduates of the federal service academies. There is a 2-year ROTC program offered primarily for transfer students and others who did not have an opportunity to pursue the regular 4-year program.

## Student Programs

The Office of the Dean of Student Programs is responsible for residence hall programming. The Dean and his staff administer the Resident Advisor Program and coordinate the University Residence Hall Federation and the Fraternity/Sorority Program.

**Student Orientation**

The purpose of orientation is to assist students as they begin their education, to help them make necessary adjustments, and to acquaint them with various services of the University. Summer orientation, required of all incoming students, provides a relaxed opportunity for students and their parents to visit the campus, get acquainted with faculty and staff, and register for classes. Fall orientation is an occasion for meeting University officials, including the President, and for learning about residence-hall life and campus traditions prior to attending classes.

## Student Services

**Student Housing**

Student residence halls are operated for those undergraduate students required to live on campus and other undergraduate students on a space-available basis. The University does not provide housing for married or graduate students although it does guarantee housing for some graduate students.

All freshmen are required to live in University residence halls except those who live with parents or relatives, those who are married and living with their spouse, those who are veterans of at least 6-months' active duty, or those who are 21 years of age or over on the day of enrollment.

All students living in residence halls are charged a board and room fee which includes amortization costs for bonded indebtedness on the housing and food service system. Students may live only in rooms as assigned by the Housing Office.

Twenty-five fraternities and eight sororities are present on the campus and offer a wide variety of programs to the entire student body. Students are eligible to pledge Greek organizations upon completion of 14 hours of academic work with at least a 2.00 quality credit average. The Inter-fraternity Council is the governing body of all social fraternities, while the Panhellenic Council serves the same function for the sororities. Coordination of the fraternity/sorority program is provided by the Coordinator for Fraternity/Sorority Affairs.

The Univeristy Residence Hall Federation coordinates the programs, activities, and governments of the 24 individual residence halls. Representing the 8,300 students who live on campus, the Residence Hall Federation involves students, faculty, and staff in a variety of committees to promote communication and joint action between the representative groups of the campus. An important aspect of the Residence Hall Federation is an extensive student judicial system. Coordination of the Residence Hall Federation is provided by the Office of Student Programs.

The Off-Campus Housing Office provides a list of rooms, apartments, and houses available for student occupancy off campus.

**Office of Religious Affairs**

The Counselor of Religious Affairs advises more than 20 religious groups on campus, seeking to develop a cooperative spirit without compromising the integrity of any particular group. In addition, he serves as University liaison with off-campus clergymen and religious groups. He supervises the Memorial Chapel, assists in University events such as commencement and convocations, and is available for informal counseling to students and faculty on religious problems. Special attention is given to chapel weddings, premarital counseling, and the problems of married students.

**International Students' Office**

The Foreign Student Advisor assists foreign students with problems related to their everyday lives and in handling passport renewals, permission to work, and other important obligations facing the foreign student.

The International Students' Office publishes a monthly newsletter which is sent to all foreign studer

**Placement**

Placement services assist graduating students and alumni in obtaining jobs for which they are particularly fitted and aid employers in selecting properly trained personnel. Arrangements are made for company representatives to interview graduating students, and contacts are maintained with a wide variety of potential employers. Placement services also provide a centralized register for off- and on-campus employment as well as full-time positions for student spouses.

**Pre-Graduation (Terminal) Interviews**

Pre-graduation (terminal) interviews have proved to be helpful to both the graduate and the institution. Candidates for all degrees are asked to have a pre-graduation interview before leaving campus. If they finish in July, August, December, or March, the interview should be arranged prior to their departure. If they are to graduate in June, the pre-graduation interview may be taken any time during the spring quarter.

The pre-graduation (terminal) interview is a serious effort to get responsible student opinion on the University, its personnel, philosophy, and purpose. It provides the University with constructive criticism and is an opportunity for graduating students to make evaluations and recommendations concerning the University's program, emphasis, and direction.

**The Counseling Center**

The services of the Counseling Center are available to all University students without cost. These services are entirely confidential, and no information is released without permission of the student. Examples of services are:

Counseling for personal problems
Career and occupational information

Vocational and career counseling
Testing — aptitude, interest, perosnality, etc.
Group counseling
Marriage counseling
Encounter and personal growth groups
Reading improvement courses
Study skills workshops
Individual help in reading and study

Degree candidates who plan to enter graduate school or teach will probably be asked to furnish scores on selected standardized tests as part of their application. Most of these tests will be administered on campus at some time during the year. Applications and information for the various tests are available at the Center. In the recent past, the following tests were administered on campus on one or more dates: American College Test, Admission Test for Graduate Study in Business, Architectural School Aptitude Test, College Boards Tests, Graduate Record Examination, Graduate School Foreign Language Test, Law School Admission Test, Medical College Admission Test, Miller Analogies Test, National Teacher Examination, and Veterinary Aptitude Test.

The Counseling Center is staffed by psychologists and professional counselors. All services of this center (counseling, testing, occupational information, and reading improvement courses) are available to students without cost except for the tests referred to above.

Students may receive counseling services with or without referral. When a faculty member refers a student to the Counseling Center, and the student agrees to such a referral, it is helpful if a call is placed for an appointment in the student's presence. Most students who are referred fail to avail themselves of counseling if a definite appointment has not been made.

Typical kinds of behavior which suggest referral are chronic absenteeism, excessive drinking, excessive sleeping, self-denigration, severe choice conflict, gross discrepancy between ability and aspiration, sudden drop in QCA, gross signs of ineffective interpersonal relations (*e. g.*, no friends, inability to get along with others), and any form of bizarre behavior such as extreme depression or unusually intense hostility or withdrawal.

Occupational files and career planning information are maintained for the use of students. Professional personnel in the center can provide information about tests, interest inventories, correspondence schools, and admission to other undergraduate or graduate colleges. The dates of administration of most of these tests are posted on campus bulletin boards and in the *Daily Bulletin*.

**Student Health Service**

The Health Service is primarily for students who have paid their student activity fees which provide the financial support for the center. Faculty members are not eligible for treatment except in emergencies. Operating policies

of the Student Health Service of concern to faculty include the following: 1) students are requested to come to the Student Health Service for routine medical care only during their free time and during clinic hours; 2) no writtent excuses will be issued for missed classes, incomplete written work, or tests missed because of illness; 3) student patients are admitted to or discharged from the hospital division only by authority of a staff physician; 4) visiting hours are 3:00-4:00 p.m. and 6:30-8:00 p.m. daily.

Strict confidentiality is maintained. Faculty may consult with the Health Service about specific students, but no information except the date and time of treatment will be given without the student's written permission.

If a student's illness compels him to drop a course after the penalty date, the Health Service physician writes a letter recommending medical resignation without penalty to the Academic Dean with copies to the Dean of Student Programs and the Registrar.

## Student Organizations

There are over 200 student organizations on the campus. Although most of them are of interest principally to students, faculty are welcome to participate in some. Student organizations and their activities are included in the *Student Handbook*.

## Squires Student Center

Opened several years ago, Squires Student Center has become the true "livingroom" of the University. It provides a place for students and faculty to congregate, relax, enjoy serious and popular entertainment, or select from a variety of recreational facilities. The Center is designed specifically by and for University students and the faculty and is supported by Student Activities Fees. It is a facility which receives frequent use by practically every student during his studies. It is an integral part of college life as well as providing a unifying force in the late of the University. At Squires, engineers rub elbows with art students, cadets with civilians, students from Virginia with out-of-state and international students, and undergraduates with faculty and graduate students.

Within the Center are a variety of recreational opportunities. There is a modern bowling area with eight lanes. Adjacent to it is a billiards area with 24 tables. Table tennis is also available in the games area, along with checkers and chess tables. Single and tandem bicycles are available to rent from the Recreation Area on an hourly basis. An outdoor program is in full swing and includes camping equipment rentals, ice-skate rentals, and canoe rentals.

Space available for rent or reservation for various activities or meetings includes two ballrooms, the Commonwealth (large) and the Old Dominion (small), and Squires Theatre, which seats over 500. Thirty meeting rooms

and a rehearsal room may be reserved by student groups on a daily basis or a quarterly basis. Reservations for space, rentals of equipment, or banquets are made in the office of the Director.

Other areas available for student and faculty use include a TV lounge, a browsing library, a program lounge, a music listening room, a darkroom, music practice rooms, and a barber shop. The art gallery provides art exhibits of student, local, and national collections. The crafts shop offers modern equipment and professional instruction in developing skills in arts or crafts. The ticket office, adjacent to the information desk, sells all student-sponsored event tickets. One may also find a number of student organizations housed in Squires, including the Virginia Tech Union, Student Government Association, *The Collegiate Times*, *The Bugle*, WUVT Radio, the YMCA, and others.

## THE COMMUNITY

### Location

Blacksburg is located about 40 miles west of Roanoke at an elevation of 2100 feet. It is west of the Blue Ridge and astride the eastern continental divide. The east slope drains into the Roanoke River, which flows into the Atlantic Ocean; and the west slope drains into the New River, a major tributary of the Ohio.

The mean summer temperature is 69.8 degrees, the mean winter temperature is 34.1 degrees, and the annual precipitation is approximately 42 inches.

The median family income for Blacksburg in 1970 was $9,825.00; for Montgomery County it was $8,255.00.

### Origin

Blacksburg was laid out near the site of Draper's Meadow, an early colonial settlement that was wiped out by the Shawnee Indians in 1755. It was named for William Black, who gave 38 acres of land for the town, and was incorporated in 1798. The town originally had an area of six blocks; it now encompasses 18.8 square miles. The present population is 23,000, and it is predicted that by 1980 it will be around 40,000. Blacksburg is located on U. S. 460, which has a four-lane by-pass around the town. The town is 8 miles from U. S. 11 and Interstate 81.

### Government

Blacksburg's form of managerial government was adopted in 1952. The town manager carries out policies made by the town council. An elected mayor presides over council meetings. The six council members are elected at large for 4-year terms. The town manager, chief of police, and the clerk and treasurer are appointed. The town also employs an attorney; engineer; and directors of public works, parks and recreation, and planning.

The fire department and first aid and rescue squads are voluntary. They are well equipped and trained and respond rapidly to emergency calls.

The county operates the school system, coordinates health and welfare activities, and conducts general elections. The town is responsible for water, sewer, trash collection, snow removal, roads, public safety, recreation, and zoning within the town limits, excluding the University campus.

## Legal Matters

A voter must be at least 18 years of age and an American citizen. He must have established residence in the state and be duly registered in the precinct of residence. The last day to register for voting in state-wide general elections is October 6.

Virginia has a 3 percent state sales tax with a local 1 percent option which is in effect in Montgomery County. A Virginia State Income Tax return must be filed and paid by May 1 each year at the County Treasurer's Office. A county real estate tax is due upon notification and must be paid by December 5 each year. Persons owning real estate property within the town limits of Blacksburg must also pay a town real estate tax upon notification and by December 5. The town has no personal property tax, but one is in effect for the state.

Motor vehicles licensed in the State of Virginia shall be registered for a period of 12 consecutive months. The expiration date shall be the last day of the twelfth month or the last day of any month the owner may designate. Registrations are renewed annually upon application by the owner and by payment of fees required by law, such renewal to take effect on the first day of the succeeding month. A town license is required by April 15 or a county license by March 31 each year after 30 days' residence. To purchase the state license, one must either sign an affidavit to the effect that he has a certain amount of liability insurance on the vehicle or pay $100.00 additional uninsured motorist fee.

Residents of Blacksburg must obtain an auto decal from the Town Treasurer. Residents of Montgomery County, who do not live in a town, must obtain a decal from the County Treasurer. Drivers' licenses are issued every Tuesday at the Blacksburg Municipal Building. New residents of Virginia must immediately obtain a Virignia driver's license when becoming a resident of this state, even though the operator possesses a valid license from another state. It is also required that new residents immediately change their vehicle registration and plates by obtaining a Virginia registration and license plates at the time they become Virginia residents. A non-resident temporarily domiciled and engaged in a gainful occupation in Virginia may drive with his home state license plates and driver's license for a period not to exceed 60 days.

Vehicles registered in Virginia must be inspected every 6 months by an approved agency; an inspection sticker must be displayed on the windshield.

A vehicle must have been inspected prior to attaching license plates on the car.

Either state or county licenses are required for permission to hunt or fish. County dog licenses are required.

## Services and Utilities

Blacksburg is served by the Continental Trailways Bus System. Greyhound Bus and Norfolk and Western freight service are available in Christiansburg. Air travel is available within a 45-minute drive at Woodrum Field in Roanoke. The Blacksburg Limousine Service provides transportation from the campus to Woodrum Field with convenient pickup points at the University. Tech Cab and Veterans Cab companies operate in town. Rental cars are available at the Holiday Motor Corporation in Blacksburg.

Banking service is offered at the National Bank of Blacksburg, the First National Exchange Bank of Montgomery County, and the First Virginia Bank of the Southwest. The Virginia Tech Employees Federal Credit Union, although not a University-sponsored activity, has officers who are on the faculty. The Personnel Office will make deductions from faculty salary checks for faculty who desire to invest in it.

The Chesapeake and Potomac Telephone Company, a member of the Bell System, serves the area. Electricity is supplied by the University and the Appalachian Power Company. Natural and LP gas are available, as well as heating oil. There is an ample supply of water from the New River.

The University is on the Centrex system, and each faculty office is equipped with an individual outside access number. Some University phones have direct access to the State-Controlled Administration Telephone (SCATS), which permits direct service to any telephone in the state. Use of the SCATS system is limited to official University calls.

## Schools and Libraries

The Margaret Beeks, Harding Avenue, and Gilbert Linkous elementary schools (grades 1-7) are located in town. Graduates from these three and Prices Fork elementary school attend Blacksburg High School, which has over 1,300 students in grades 8-12. A new high school is nearing completion. When it is completed the current high school building will be used for grades 6-8. A full complement of academic and vocational programs is available in the public schools, and high school graduates are accepted every year by the finest colleges and universities in the nation. One of Virginia's two Presidential Scholars recently graduated from Blacksburg High School.

Kindergartens are operated by all three elementary schools and the United Methodist and the Presbyterian churches. A number of private nurseries are available. The Blacksburg New School is a private ungraded school that includes grades one through five.

A rapidly growing town library in the Municipal Building serves local residents.

### Mass Media

Cable TV service is available. Affiliates of NBC, CBS, and ABC networks are located in Roanoke and in Lynchburg. There is also an educational television station in Roanoke. There are several radio stations in the Blacksburg area including a carrier-current campus station and a campus FM station.

There are two local newspapers. The *News Messenger* is published Tuesdays and Thursdays, and the *Blacksburg Sun* on Wednesdays. The *Roanoke Times* is a daily morning paper, and the *World News* is a daily afternoon paper, both delivered upon request. The *Roanoke Times* has a section devoted to Montgomery County on Tuesday and Thursday.

### Churches

There are over 100 churches in the area, which include all major denominations. The nearest Jewish synagogue is in Roanoke, but a rabbi visits Blacksburg regularly. A Muslim group, a Christian Science society, and a Unitarian fellowship, among other religious groups, meet regularly. (See also Religious Foundations.)

### Medical Services

A considerable number of medical doctors, dentists and orthodontists, and optometrists serve the community. The Montgomery County Community Hospital, a 100-bed facility, opened in 1971. It is located on Route 460 just south of Blacksburg. The MCCH has four operating rooms, an emergency room, a coronary care unit, an intensive care unit, and a pediatrics unit. Facilities for obstetrical and physiotherapy treatment are available.

An outstanding psychiatric hospital is located in Radford, just 15 miles away.

A U. S. Veterans Administration hospital is located in Roanoke County.

### Clubs and Organizations

Blacksburg has an active Newcomers Club, to which women may belong for 2 years after their arrival, and a Faculty Women's Club. The American Association of University Professors, the American Association of University Women, Sigma Xi, and Phi Kappa Phi have chapters here.

The Rotary International, Kiwanis International, and Lions International are active, as well as the Jaycees, Toastmasters Club, Torch Club, American Legion, and BPOE. The University Club is described under "Facilities and Other Services."

### Recreation and Entertainment

Spectator sports are available in extensive athletic programs conducted by the University, Blacksburg High School, and the Blacksburg Recreation De-

partment. The Department conducts recreational programs for various age groups. In addition to the University golf course, Blacksburg has a public golf course and a swimming pool. There are also several private courses and swimming pools in Blacksburg and nearby areas.

The town employs a full-time recreation director. The University, through the Athletic Association personnel, conducts a summer sports camp for children and teenagers.

Many independent activities also serve Blacksburg's residents, such as children's creative arts, drama and music organizations, numerous garden clubs, riding clubs, a swimming team, Boy Scouts, Girl Scouts, 4-H Clubs, and Little League and sandlot programs.

Intercollegiate athletic events are played in the 42,500-seat Lane Stadium and the 10,000-seat Coliseum.

Boating, swimming, and fishing facilities are available at nearby Claytor Lake State Park. The surrounding area offers excellent hunting. Also located nearby are Mountain Lake (privately owned), the Blue Ridge Parkway, the Appalachian Trail, the Roanoke and the Shenandoah valleys, and Jefferson National Forest. Several skiing facilities are within easy driving distance.

Within a 2-hour drive are world-famous Natural Bridge, historic Lexington and Appomattox, Abingdon and the unique Barter Theatre, White Sulphur Springs, Hot Springs, Hungry Mother State Park, Douthat State Park, Peaks of Otter, Staunton (birthplace of Woodrow Wilson), and many other recreational, scenic, and historic points of interest. The Chesapeake Bay and the Atlantic Ocean are within a half day's drive.

Nearby Roanoke boasts of two theatres with professional personnel (Actors Equity). The world-famous Barter Theatre is a short drive down Interstate 81 at Abingdon, Virginia.

The Virginia Art Museum sends exhibits regularly to Blacksburg, and the Roanoke Symphony invites faculty patrons to attend a regular concert season. Campus cultural and recreational outlets have been described in earlier sections of the Handbook.

## Accommodations

The Donaldson Brown Center for Continuing Education has hotel facilities for visitors on official business with the University. It is located on the campus.

Commercially operated motels are a Holiday Inn, Imperial Motor Lodge, La[illegible] Terrace Motel, Marriot Inn, Red Lion Inn, Tech Motel, and University Motel.

Several first-class restaurants are located in the Blacksburg area. Faculty members seeking permanent accommodations may consult the Chamber of Com-

merce, local realtors, banks, advertisements in local newspapers, and the University Off-Campus Housing Office.

## LOCATION OF RELATED DOCUMENTS

Administrative Procedures in the Event Disruptive Activities Develop on Campus—office of the Vice President for Student Affairs

AAUP Statement on Procedural Standards in Faculty Dismissal Proceedings —office of the President of the Faculty Senate

Constitutions and By-laws of College Faculty Associations—deans' offices

Constitution and By-laws of the Graduate Assembly—office of the Dean of the Graduate School

Constitution and By-laws of the Student Government Association—office of the Vice President for Student Affairs

Constitutions and By-laws of the University Council and the Faculty Senate, revised 1973—department heads' offices

Consulting and Parallel Use of University Facilities—department heads' offices

*Employee Handbook*—Personnel Office

Evaluation and Final Examination Policy—department heads' offices

Faculty Compensation for Off-Campus Graduate Instruction — department heads' offices

Grievances—department heads' offices

Insurance:

Group Life Insurance
Long-Term Disability Insurance
Hospitalization, Surgical and Major Medical Insurance
Accidental Death and Dismemberment
all at Personnel Office

Manual of Procedures, Research Division—office of the Dean of the Research Division

Minutes of the Commission on Faculty Affairs—office of the Chairman, Commission on Faculty Affairs

Minutes of the Faculty Senate—department heads' offices

Minutes of the Commission on Graduate Studies and Research—office of the Dean of the Graduate School

Minutes of the Commission on Student Affairs—office of the Vice President for Student Affairs

Minutes of the Commission on Undergraduate Studies—department heads' offices

Minutes of University Council—department heads' offices

Motor Pool Facility—department heads' offices

Research Agreements with Industrial Sponsors—office of the Dean of the Research Division

1940 Statement of Principles on Academic Freedom and Tenure, AAUP and AAG—office of the President of the Faculty Senate

Statement on Procedural Standards in the Renewal or Nonrenewal of Faculty Appointments of the AAUP—office of the President of the Faculty Senate

*Student Handbook*—office of the Vice President for Student Affairs

Tenure Review Procedures—department heads' offices

*University Catalog*—mail room in Burruss Hall

University Copyright Policy—office of the Dean of the Research Division

*University Graduate Catalog*—mail room in Burruss Hall

*University Parking and Traffic Regulations*—Security Office

University Policy for Firearms Control—office of the Vice President for Student Affairs

University Policy on Maintenance and Disclosure of Student Records—department heads' offices

University Policy on Patents—office of the Dean of the Research Division

University Policies for Student Life—office of the Vice President for Student Affairs

University Travel Regulations—department heads' offices

Use of University Facilities—department heads' offices

Virginia Conflict of Interests Act—office of General Counsel

Virginia Supplemental Retirement System—Personnel Office

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